

INSTRUCTION POLICY AND INFORMATION

PART I 1 GENERAL

1.1 INSTRUCTOR QUALIFICATIONS

Clubs should wherever possible have at least one **current** qualified Pony Club or EA instructor, present at each rally. Whoever instructs at a pony club rally must adhere to the rules, policies, PCA syllabus of Instruction, ethics of PCASA and PCA.

Clubs **MUST** have a rally supervisor. This person can be appointed either before the rally or on the day. Their role is to make sure that the rally is conducted in a safe and orderly manner. A safety check list and a rule book will be made available. Supervisors are encouraged to have their level 1 or Preliminary Level.

All clubs **MUST** have a person whose has a **current** basic first aid certificate (minimum) on the grounds throughout the rally.

If an instructor is likely to ride a horse at a rally they **must** be a riding member. If an instructor is not a riding member they **may not** mount a horse at any point.

1.2 AUTHORITY OF INSTRUCTORS

Any direction given to any person in attendance, by a qualified instructor at a rally must be adhered to.

1.3 DUTIES OF A CLUB CHIEF INSTRUCTOR / INSTRUCTION COORDINATOR

It is recommended that all clubs have either a Chief Instructor (who must be qualified) or an Instruction Coordinator. The guidelines for a club Chief Instructor / Instruction Coordinator are:

1. to arrange the Coaching program for rallies, schools and camps
2. to keep the committee regularly informed on their activities
3. to regularly assess progress and grading of riders (Club Chief Instructor)
4. to see that all necessary facilities and properties are made available for the program planned for each rally, or advise the rally organiser (committee member) of requirements
5. to appoint the coaches for each Rally and discuss with them in advance the standard and subject to be taught from the Syllabus of the Australian Pony Club Council
6. to convene coaches' meetings where required and see that all relevant information is circulated
7. to encourage attendance by coaches and potential coaches at all courses and conferences which are made available
8. to appoint people with specialist knowledge from outside the club to give instruction in special subjects
9. to encourage coaches, potential coaches and parents within the club by means of individual help and encouragement
10. to organise and chair panels for team selection and arrange the training of club teams

11. to advise on the preparation, training and nomination of riders for efficiency tests
12. to attend Zone Coaching Panel meeting.

1.4 DUTIES OF A ZONE CHIEF INSTRUCTOR

This person is answerable to the Zone committee.

The guidelines of a zone chief instructor are:

1. to give support to Club Chief Instructors
2. attend Chief Instructors Meetings or arrange for another delegate to attend
3. have the authority to intervene/assist when:
 - a. problems arise in clubs which are considered dangerous or unsafe.
 - b. when the syllabus and pony club coaching principles are not being adhered to.
 - c. Grading Club combination when requested by Club

1.5 DUTIES OF A ZONE COORDINATOR

This person is answerable to the State Training co-ordinator and the Chief Instructors Panel in the first instance then State Executive.

The guidelines of a Zone coordinator are:

1. organise within their region (including venue, format, riders, catering) the following:
 - a. "C" certificate testing
 - b. Preliminary Courses
 - c. General Coaching Clinics
 - d. "K" and "C" schools for riders
 - e. Course building and officials clinics
2. to assist the State Training co-ordinator

1.6 DUTIES OF A REGIONAL PRESENTER

This person is answerable to the State Training co-ordinator and the Chief Instructors Panel in the first instance then State Executive.

The guidelines of a regional Presenter are:

1. Present **Preliminary coach** courses
2. Present update clinics for "D" Pony Club Instructors
3. Mentors for Preliminary Coaches.
4. Liaise with Zone Coordinators
5. Assist the State Training co-ordinator
6. Attend an annual presenter's forum.

1.7 DUTIES OF STATE TRAINING CO-ORDINATOR

- 1** Manage and co-ordinate the training of Regional Presenters through either delivering the training or arranging the delivery of training by another.
- 2** Arrange for the conduct of efficiency certificates above “C” level to the standards’ described in the PCA Syllabus of instruction including quality assurance of the whole examination process. Have computer skills and keep records of efficiency and Instructor testing. Attend CIP and Executive meetings and give a written bi-monthly report. Assist CIP in setting budget and KPI’s for the year from the state strategic plan.
- 3** Arrange for the conduct of NCAS Pony Club Level 1 training and assessment to be delivered in accordance with the standards as required by the NCAS work books.
- 4** Liaise with zone coordinators for the conduct of the NCAS Preliminary coach to be delivered in accordance with the standards as required by the NCAS work books.
- 5** Facilitate the accreditation of official course presenters to the standard required by the NCAS and report to the chair of CIP and state President out comes.
- 6** In consultation with the CIP, Regional Presenters and State Executive appoint suitably qualified Instructors for clinics.
- 7** Act as state delegate to PCA Instructional Committee.
- 8** Prepare reports on training activities as required by the State President for grant applications.
- 9** Organise selection panels for State Coaches (NCAS) assessments ensuring transparency in all decision making.
- 10** Perform other duties as required by the State President and /or State Executive.

PART I 2 NATIONAL COACHING ACCREDITATION SCHEME (NCAS)

2.1 PRELIMINARY COACH COURSES

Preliminary Coach Courses are run in various zones during the year. Information flyers about this course and application forms are available from the PCASA website (look under “Training”), or from the State office.

If you are interested in doing this course, please submit an application form which will put you on the mailing list. (All candidates training under the 2008 system must complete course by 1st January 2013 or will be required to commence training under the 2012 system)

2.2 NCAS LEVEL 1 COURSES

NCAS Level 1 courses are run during the year. Information flyers about this course and application forms are available from the PCASA website (look under “Training”), or from the State Training coordinator

Applicants must have already completed the “Preliminary Coaching to Pony Club course” or have recognised prior learning. If you are interested in doing this course, please submit an application form which will put you on the mailing list.

2.2.1 ASSESSMENT

Candidates who do not complete the assessment phase will be invited to participate in another Level 1 ‘part 2’ clinic and attend at least one more practical teaching day prior to re-assessment. Candidates who have passed all sections of the assessment except the written paper will be given a supplementary written paper on the areas not adequately answered

2.3 MENTORS

1. Have NCAS Pony Club level 1 or Pony Club C instructors certificate.
2. Have good knowledge of Preliminary coach manuals.
3. Be available to spend necessary time with coaches.
4. Have the ability to foster and encourage members through Preliminary coaching to assessment.
5. This role is purely voluntary and no payments will be made but reimbursement will be considered with correct paperwork.
6. Recommended that they be able if required to mentor a trainee coach over the phone.

PART I 3 STATE INSTRUCTOR CERTIFICATES, AND THEIR ASSESSMENT

3.1 STATE INSTRUCTOR CERTIFICATES

Pony Club Instructors are graded under the old system prescribed by the PCA, from “D” (the lowest) to “A” (the highest).

Applications for ‘C’ Instructor Certificates and above must be made on the appropriate form. Unless otherwise indicated below, applications must be endorsed by the Club and Zone presidents, and after completion of any written and practical tests are approved or otherwise by the State CIP.

Where required below, attendance at schools and preparation of efficiency certificate candidates must be completed before applications are made. Written and practical tests where required will be arranged by the State CIP after it receives an appropriately endorsed application.

All Instructors must attend an approved Instructor School at least once every three years. Instructor schools must be approved by the Chief Instructors Panel.

An Instructor must hold a certificate for at least six months before applying for the next higher certificate. A certificate will not be issued to any person under the age of 17 years.

3.1.1 “D” INSTRUCTOR CERTIFICATE

All current “D” Instructors must attend an update clinic at least once every three years to remain current.

3.1.2 “C” INSTRUCTOR CERTIFICATE

Applicants who hold a “D” Instructor Certificate or Preliminary Coach, must have attended at least one relevant Instructor School, prepared a successful group of “C” Efficiency Certificate candidates and completed written and practical tests at the discretion of 3 examiners appointed by the State CIP.

Applicants who already hold NCAS Pony Club Level 1 need not complete the written paper and practical assessment. Applicants who already hold “B” or “A” Efficiency Certificates need not have prepared “C” Efficiency Candidates.

3.1.3 “B” INSTRUCTOR CERTIFICATE

Applicants who hold a “C” Instructor Certificate must have prepared at least one successful “B” Efficiency Certificate candidate, been observed instructing at this level by an appointee of the State CIP and successfully completed a written paper as set by the Chief Instructors Panel.

3.1.4 “A” INSTRUCTOR CERTIFICATE

Applicants who hold a “B” Instructor Certificate must have prepared at least one successful “A” Efficiency Certificate candidate, been observed instructing at this level by an appointee of the State CIP and successfully completed a written paper as set by the Chief Instructors Panel.

3.2 UPDATING EXISTING INSTRUCTOR CERTIFICATES

Instructors who hold these certificates may continue to *update* them and remain “current” by attending at least one full day of a PCASA instructor school in every four year period. Records are kept on Instructor Cards. If your instructor certificate has lapsed for less than five years and you wish to re-qualify, simply attend a PCASA instructor school and provide a copy of your instructor certificate and you will become “current” again. There is no need to reapply for the certificate. If your instructor certificate has lapsed for more than five years and you wish to re-qualify, you will need to complete a Preliminary Coach course and then reapply for the certificate you previously held.

3.3 UPDATING EXISTING INSTRUCTOR CARDS

Each Instructor Card has an expiry date. The responsibility for updating Instructor Cards lies with the Zone Secretary. When an Instructor’s Card has expired, it needs to be submitted to the Zone Secretary who will update it for a further three years. Zone Secretaries will:

1. Check that the instructor has attended approved training within the previous three years, thereby updating their qualification.
2. Change the expiry date on the front of the card (add on three years) and initial the change. For example, if the current card expires on **3/3/03** the Secretary should write updated **3/3/03** to **3/3/07** on the card.
3. Issue a replacement card with the same card number if the current card is full or nearly full.

Any problems or questions should be referred to your Regional Presenter, or to the State Training co-ordinator.

3.4 REPLACING LOST INSTRUCTOR CARDS

Replacement Instructor Cards are available from the PCASA office. Please fill in an application form for an Instructor Card. Tick the “Existing Qualification – card only required” box. Write next to the box “please replace lost card”

3.5 RECOMMENDED READING

All Instructors should be familiar with the handbooks used by the Pony Club. Handbooks currently used are as follows:

Australian Pony Club Council Manual of Instruction
Australian Pony Club Council Syllabus of Instruction
Horsemastership for the Australian Rider
New Zealand Pony Club Manuals No. 1, 2
New Zealand Coaches Resource Manual
PCASA Rules, Policy and Information

These and other useful reference manuals are available from the PCASA office. The “Preliminary Coach” and the NCAS Level 1 courses have their own reading lists.

PART I 4 EFFICIENCY CERTIFICATES, AND THEIR EXAMINATION (Can be found on PCASA Web page)

The current Australian Pony Club Syllabus of Instruction lays down standards and conditions for testing rider efficiency. The levels, from lowest to highest are: D, D Star, C, K, C Star, B & A. Other efficiency certificates exist. K Star extends K by completion of more K options and is further subdivided according to the number of options presented. H recognises the highest level of Horsemaster-ship by extending this section of A without a riding requirement. It is recommended that all candidates either possess or have access to a current syllabus.

4.1 PROCEDURES FOR “D” AND “D STAR” CERTIFICATES

D & D Star Efficiency certificates may be examined by **any** instructor who holds at least a current D Instructor Certificate, including one from the same club, however it is strongly recommended that parents do not assess their own children. Clubs are requested to use the “technical criteria” documents for “D” and “D Star” testing so the candidates become familiar with the style of testing prior to their “C” test. It is recommended that clubs obtain sufficient supplies of D & D Star certificates and badges or stars to be available for the Examiner’s signature and presentation to successful candidates on the day of testing. D and D star may not be tested at the same time.

4.2 PROCEDURES FOR “C” CERTIFICATES

Once the candidate is **ready** to be tested, an application form is completed (please use the current year’s form) for each candidate by the club. Application forms and fees should be posted direct to the PCASA with a courtesy copy to the Zone. Make sure you have selected “C” with jumping *or* “C” without jumping according to the wishes of the candidate and the club chief instructor and that the candidate/parent has read the application form carefully before signing it. Clubs must ensure that they send nominations to the PCASA a **minimum** of **three** months prior to the date they would like testing to occur. Please note that riders wishing to be selected for state teams must hold “C” certificate by the 1st of January in the year of competition. (This means that applications for testing for these candidates should be submitted **prior** to September.)

1. Clubs to send in nominations plus fee to PCASA (at least 3 months prior to when they require practical assessment to take place). Clubs to include name and address of person to supervise written papers (must not be a parent of a candidate).
2. Written papers to be sent to club by return mail (test paper issued from office)
3. Club to return paper to PCASA within 14 days after candidates have sat the test.
4. On receipt of written papers, PCASA to send copies of applications to zone coordinator. Zone coordinator forms group of candidates and organise an examiner/s. Once this is done notification to be sent to the PCASA at least six weeks prior (where possible)to the proposed date of the test.
5. Office send to examiner:
Notification of testing
Written paper
Technical criteria’s
Badges
Re-imburement form
Stamped self addressed envelope

- C master sheet
6. Examiner must mark written papers within 14 days and notify zone coordinator of results-this allows time for supplementary papers if required.

Candidates may change from “C” certificate with jumping to “C” certificate without jumping at any time, however if a candidate wishes to change from “C” certificate without jumping to “C” certificate with jumping, 14 days notice must be given in writing to the zone coordinator who informs the examiner.

WRITTEN PAPERS

C candidates not gaining at least 65% in the written test must be notified as soon as possible and given the opportunity to complete another written paper prior to proceeding to the practical examination with the recommendation that they study their “C” Notes. Candidates not passing the second paper must wait six months before resitting. (Test questions for C can be found on the Web page).

DAY OF TESTING

1. A club official must introduce the candidates to the examiner.
2. It is the responsibility of the host club to ensure that all necessary equipment is set up for the examiner.
 - Flat work area** - 20 x 40 arena with letters and corner markers. Please do not use rope or rails in the corners as riders will be riding outside the markers.
 - Showjumping equipment** – at least six fences of various types. Must include at least two spreads (width greater than or equal to height), and a combination of two strides. There should be someone available to alter equipment to examiners specifications.
 - Gallop** – there must be a suitable place to gallop. The Club Coordinator who knows the terrain should show this to the examiner.
 - Game**- either Novelty 1 or 2 from the Rider and Horse of the Year (in Rule book).
3. **Refreshments** – As testing will take most of the day, it is important that lunch is provided both for the candidates and for the examiner. Drinks should be available at other times as needed.
4. **Timing** – Groups of four candidates will take approximately five hours. Smaller groups may take slightly less time. This is a rough guide only. Candidates should be aware that testing will take most of the day, and pressure must not be put on examiners to finish earlier.
5. **Results** – Results from all testing will be provided by the end of day of the test. Results may be given to the group as a whole, or individually depending on the preference of the examiner.
6. **Horses** - All horses used for certificate testing must be qualified. Candidates may ride any qualified horse(s) of their choosing on the day of the assessment, however all horses must be clean and tidy. The onus is on the candidate to bring a suitable horse to complete the assessment.
7. **Substitution of horse** – Exceptional circumstances, or with the provision of a vet certificate, a suitable qualified pony club mount may be substituted
8. **Onlookers including club officials, parents and other club members** – Onlookers must keep their distance from the examination as examiners need sufficient space to work privately with candidates and other examiners. Parents must not approach the examiners – any approach must be made through the independent steward – see later in this section. Any accompanying adults must sign the testing agreement form.
9. At the completion of the examination, candidates will be given a feedback sheet canvassing their satisfaction with the process prior to the results being given.

AFTER TESTING

The examiner will return in the self address envelope, the Technical Criteria Documents for each candidate to the PCASA within 14 days of the date of testing. If any candidates who sat the written papers did not continue with their testing, their paper must be returned to the PCASA at this time along with any unused badges. The State Training co-ordinator will register the results, and present the report to the CIP. The PCASA will send certificates to the examiner for signing. The examiner will forward these to the relevant clubs.

SUPPLEMENTARY TESTING

At least one of the original examiners must conduct supplementary tests. Supplementary written papers must be marked by the original marker. The date of test will be deemed to be the date on which supplementary testing is completed. Supplementary testing must be completed a minimum of 3 months and a maximum 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. Should a candidate fail a Supplementary Test the full Certificate must be retaken.

APPEAL

If the candidate feels they have a genuine reason to be unhappy with the conduct of the assessment, they have 14 days to appeal. Any complaints must be addressed to the preparer of the candidates. If the preparer of candidates feels that an appeal is necessary, the appeal must be in writing, and sent direct to the State Office, marked attention Chief Instructors Panel.

COMPETENCY BASED ASSESSMENT – An explanation

Under the Technical Criteria, the candidate must be deemed to be competent in each *item* of the syllabus (rather than each section). The reason for this is that the examiner is signing a certificate at the end of testing to say that the candidate is competent to do everything in the syllabus for that certificate. Examiners must not sign these certificates unless the candidate is indeed competent.

Some people have misunderstood this and assumed that this means the candidate is required to be “perfect”. There is a considerable difference between “competent” and “perfect”. To explain this in a non-horse way - Consider doing a drivers license test. In a driving test, the candidate is required to be competent in each item. They will not pass if they cannot do “reverse parallel parking” – it does not matter how good they are at the rest of the skills – they must be competent in all skills.

In this example, “competent” would be to reverse parallel park the car between the two sticks, and the candidate would probably be given at least two attempts to achieve this, and would have to finish no more than a certain distance from the kerb. If the candidate was required to be “perfect”, they would have to achieve this on the first attempt, finish exactly half way between the two sticks, and finish an exact distance from the kerb.

If a candidate has trouble with a skill on the day of testing, they will be given two attempts at each skill on the day. If unsuccessful they will need to sit a sup.

4.3 PROCEDURES FOR CERTIFICATES ABOVE “C” LEVEL

Once the candidate is **ready** to be tested, an application form is completed (please use the current year’s form) for each candidate by the club and submitted with the appropriate fee to the State CIP via the zone which must endorse the application. All applications **must** be accompanied by the candidates workbook and the required fee. Make sure you have selected the correct certificate according to the wishes of the candidate and the club chief instructor. Please ensure that the candidate/parent has read the application form carefully before signing it.

Candidates will not be examined for “K” and “K Star” tests at the same time.

Candidates wishing to sit for their “B” certificate or higher must have a preliminary assessment at least six months prior to the proposed date of assessment. This is to give the candidate assistance in their preparation.

Candidates wishing to sit for their “B” certificate with a view to selection for Interpacific must ensure that they apply for testing well before the closing date of nominations as pressure must not be put on examiners to assess and pass candidates with this in mind.

The application is then forwarded to the State Training co-ordinator, who registers the nomination. Where possible the State Training co-ordinator will form groups of candidates and appoint examiners from the list. Candidates may need to travel for testing. The appointed examiner(s) **must** be of the appropriate level and be **from a different club** to any of the candidates being examined by them.

The State Training co-ordinator will liaise with the club(s) and examiners regarding venue, date and time of testing. Once all details have been finalised, the State Training co-ordinator will notify all parties in writing.

WRITTEN PAPERS

The State Office will supply the written papers to the Club coordinator together with a stamped addressed envelope to forward completed papers to the examiner. The written paper must be supervised by a club official who is not a parent of one of the candidates. Written papers must be returned to the examiner at least 3 weeks prior to the practical examination. C candidates not gaining at least 65% in the written test must be notified as soon as possible and given the opportunity to complete another written paper prior to proceeding to the practical examination with the recommendation that they study their notes. Any subsequent paper must be marked by the same examiner as the first.

DAY OF TESTING

1. A club official must introduce the candidates to the examiner.
2. It is the responsibility of the host club to ensure that all necessary equipment is available for the examiner.
 - Flat work area* - 20 x 60 m arena with letters. Please check with the appointed examiner as to their exact requirements.
 - Showjumping equipment* – where jumping is part of the test, adequate equipment must be available and sufficient people available to alter equipment to examiners specifications.
 - Gallop* – there must be a suitable place to gallop. The Club Coordinator who knows the terrain should show this to the examiner.
3. *Refreshments* – As testing will take most of the day, it is important that lunch is provided both for the candidates and for the examiner. Drinks should be available at other times as needed.

4. **Timing** –Candidates should be aware that testing will take most of the day, and pressure must not be put on examiners to finish earlier.
5. **Results** – Results from all testing will be provided by the end of day of the test. Results may be given to the group as a whole, or individually depending on the preference of the examiner.
6. **Horses** - All horses used for certificate testing must be qualified. Candidates may ride any Qualified horse(s) of their choosing on the day of the assessment, however all horses must be clean and tidy. The onus is on the candidate to bring a suitable horse to complete the assessment.
Substitution of horse – Exceptional circumstances, or with the provision of a vet certificate, a suitable qualified pony club mount may be substituted
- 7 **Onlookers including club officials, parents and other club members** – Onlookers must keep their distance from the examination as examiners need sufficient space to work privately with candidates
and other examiners. Parents must not approach the examiners – any approach must be made through the independent steward – see later in this section. Any accompanying adults must sign the testing agreement form.
- 8 At the completion of the examination, candidates will be given a feedback sheet canvassing their satisfaction with the process prior to the results being given.
7. The examiners appoint a chairman from among themselves to act as a spokesman and formulate the reports.

CHANGING OF CHOICES

Candidates may change from “B” certificate to “B” certificate restricted jumping at any time, however if a candidate wishes to change from “B” certificate restricted jumping to “B” certificate, 14 days notice must be given in writing to the State Training Co-ordinator.

AFTER TESTING

The examiner will forward all reports to the State Training co-ordinator, within 14 days of the date of testing. If any candidates who sat the written papers did not continue with their testing, their paper must be returned to the State Training co-ordinator at this time along with any unused badges. The State Training co-ordinator will register the results, and present the report to the CIP. The State Training co-ordinator will send typed certificates to the examiner for signing. The examiner will forward these to the relevant clubs and candidates.

SUPPLEMENTARY TESTING

At least one of the original examiners must conduct supplementary tests. Supplementary written papers must be marked by the original marker. The date of test will be deemed to be the date on which supplementary testing is completed. Supplementary testing must be completed a minimum of 3 months and a maximum 2 years from date of original examination for C, “C Star” and “K” certificates. B-A-H is a minimum of 6 months and a maximum of 2 years. Candidates must be assessed to have reached the standard required prior to re-presenting for the practical tests. Should a candidate fail a Supplementary Test the full Certificate must be retaken.

APPEAL

If the candidate feels they have a genuine reason to be unhappy with the conduct of the assessment, they have 14 days to appeal. Any complaints must be addressed to the preparer of the candidates. If the preparer of candidates feels that an appeal is necessary, the appeal must be in writing, and sent to the State Office, marked attention Chief Instructors Panel.

4.4 INDEPENDENT STEWARD

For each certificate testing at “C” level and above, the relevant zone(s) will provide an independent person to act as a steward. This person should not be connected to either candidates or examiners.

The role of the independent steward is:

1. To be a “go between” for interested parties and examiners.
2. Make sure everyone signs agreement form.
3. Check cards for qualified mounts on the day
4. Ensure Examiners have refreshments throughout the day
5. Ensure organisers have equipment appropriate for the activities of the day in place.
6. To be in attendance for the duration of the testing.

4.5 NUMBERS OF CANDIDATES AND EXAMINERS FOR CERTIFICATE TESTING

<i>Level</i>	<i>Max. no. of Candidates</i>	<i>Number of Examiners required</i>
“D”		1 “D” Instructor or above.
“D Star”		1 “D” Instructor or above.
“C”	4 per day.	1 “C” Examiner plus, if possible, 1 trainee “C” Examiner.
“K”	4 per day ** (see note)	2 “K” Examiners plus where possible 1 to 3 trainee “K” examiners to assist with testing some familiar sections.
“C Star”	3 per day. 2 per day if no K.	2 K examiners or above.
“B”	4 for horse mastership p/day and 3 riding p/day	2 “B” Examiners, plus if possible 1 trainee “B” or “K” examiner to assist with testing some familiar sections. If 2 nd B examiner is not available 2 K examiners may be used instead.
“A”	1	3 Examiners including 1 interstate examiner.
“H”	1	3 Examiners including 1 interstate examiner.

** This differs from C Star since much of the K work is from the “options” section and not compulsory as for C Star

4.6 PLACEMENT OF BADGES

Efficiency badges are to be sewn on the left breast of the Pony Club jumper as illustrated.

Zone on the right arm sleeve

State on the left arm sleeve



4.7 EFFICIENCY CERTIFICATE EXAMINERS

EXAMINERS FOR C EFFICIENCY CERTIFICATES AND ABOVE

To be eligible to examine candidates for C Efficiency certificates and above, instructors are either nominated in writing by their club through their zone to the State CIP, or are approached directly by the CIP. Examiners must have the examiners component of TAA certificate IV and either NCAS Pony Club Level 1 instructors certificate or the PCASA instructors certificate to the level they wish to examine.

For consideration to be eligible to examine at a particular level, prospective examiners must have already been approved to examine at the level immediately below. For example, only existing C examiners will be considered for approval as K examiners.

Prospective Examiners must have actively participated as a trainee examiner on two occasions at the level being considered, followed by an examination, although this may be waived by unanimous decision of the State CIP.

The State CIP will then consider and approve, or otherwise, the instructor as an examiner at that level.

4.7.1 DRESS CODE

The formality of dress of the examiner should be similar to that of the candidate. This gives examiners the scope to dress comfortably yet at the same time portray a professional image. It is acceptable for any examiner who chooses to do so to wear Pony Club uniform if they have it.

4.8 SYLLABUS ADDITIONAL INFORMATION

This section contains PCASA Approved additions to the syllabus.

“C” Certificate:

A non-jumping “C” certificate is available for those riders who do not wish to jump, but are wishing to be selected in state teams for dressage or mounted games. This is denoted on the certificate as “Restricted – Non Jumping” and highlighted by a black binding around the badge.

Above “C” Certificate:

All certificates above “C” level require a workbook.

“B” Certificate:

Candidates for “B” certificate must have a “pre-assessment” approximately 6 months prior to their actual assessment.

PART I 5 ACHIEVEMENT PATCHES

Helmets conforming to Standard ASNZS 3838, EN1384 or ASTM F1163 **must** be worn at all times when mounted and must be correctly adjusted and fitted.

Achievement patches technical criteria will be eventually found on PCASA web page

Achievement Patches are awarded at club level, and are worn on the **right** sleeve of the Pony Club jumper.

Each rider may be awarded each patch **only once**.

BAREBACK RIDING

See technical criteria document on the PCASA Web page.

CAMPDRAFTING

See technical criteria document on the PCASA Web page.

CARE OF SADDLERY

See technical criteria document on the PCASA Web page.

CLIPPING

See technical criteria document on the PCASA Web page.

Minimum age for this achievement patch is 13 years.

DISTANCE RIDE (K Efficiency certificate)

See technical criteria document on the PCASA Web page.

FIRST AID

The rider must obtain a Senior First Aid certificate to obtain this Achievement Patch.

GROOMING

See technical criteria document on the PCASA Web page.

HUNTING

See technical criteria document on the PCASA Web page.

MUSICAL RIDE

See technical criteria document on the PCASA Web page.

ORIENTEERING

To be left to the discretion of a Club which has orienteering as a regular Pony Club activity.

POLOCROSSE

See technical criteria document on the PCASA Web page.

PRELIMINARY RIDING

This can be given to the very young riders who are unable, because of their age, to be tested for their "D" certificates. See Technical criteria document on the PCASA web page.

SERVICE TO CLUBS

See technical criteria document on the PCASA Web page.

SHOW GROOMING

Club officials should see evidence of time spent grooming, rugging correctly and of good feeding, in the condition of the horses coat, ie clean, shine, no loose hair. The rider must show that they can 'pull' a mane and tail correctly and effectively, trim excess hair appropriately, be able to plait mane and tail neatly and suitable to the event or breed of horse. If 'make-up' is applied it must be done appropriately. All of the above must be done with minimal assistance from parents or helpers.

TEAM RIDE

See technical criteria document on the PCASA Web page.

TENTPEGGING

See technical criteria document on the PCASA Web page.

TRAIL RIDING

As a guideline, Achievement Patches for this activity can be awarded to the Pony Club rider who has participated in any organised trail ride of a minimum of four hours duration. Some Clubs may have trail riding as a regular activity and in this case it will be left to the discretion of the Club Officials.

VAULTING

See technical criteria document on the PCASA Web page.

Riding and road safety

This is the first patch done with simulated course

Technical criteria on PCASA web page.

Road safety

Technical criteria being written up