

# PONY CLUB ASSOCIATION OF SOUTH AUSTRALIA "B" CERTIFICATE WORKBOOK GUIDELINES

*Written by Di Keach, 1995, Endorsed by the PCASA Chief Instructors Panel 25/3/96.  
Revised 1/7/00 in line with new syllabus.*

A workbook as such is no longer an examined section of the "B" test, but the "B" candidate who is serious about achieving this certificate would be unwise to present for the exam without a workbook in some form for the examiners to study beforehand. The test for both examiners and the candidate will be long, tiring and tedious if all the information that the syllabus requires has to be found out on the day of the examination.

The guidelines that follow are to assist the candidate in writing a brief, but relative and informative account of the experience gained in order to present for "B" certificate as per the syllabus.

Those planning to work for "B" will already have either a "K" or "C Star" workbook and will use this as a basis for the "B" workbook, adding a separate section for the activities carried out since achieving "K" or "C Star". Put in dividers to indicate sections as per the headings listed in "The candidate must have experience in" in the "B" syllabus.

## ACTIVE RIDING

Where necessary, say 'please refer also to Active Riding of the "K"/"C Star" section of this book', then write up, in a similar way, the active riding you have done since your "K"/"C Star" test. You can refer to the relevant *Workbook Guidelines* for "Active Riding". Write up your experience in all the active riding you have participated in as indicated in the guidelines for the "K"/"C Star" workbook.

In both cases, you may say "please refer also to **Flatwork and Jumping** section of this book" or you may wish to combine Flatwork and Jumping into one section with Active Riding and call it **Active Riding, Flatwork and Jumping**. Choose whichever you find easiest.

## FLATWORK AND JUMPING

As you already have your "K"/"C Star" you may say "refer also to **Active Riding** and/or **Options** of the "K"/"C Star" workbook, pages ...." to avoid writing any more than is necessary. The person who has done Dressage, Showjumping or Cross-country (or all three) for "K" and written them up satisfactorily in the "K" workbook will only need to add an account of what you have done in each activity since you did you "K". The areas covered in "C Star" also apply.

How you write it up and the amount of detail you put in is for you to decide. You may choose to continue with the column method (date, horse, venue, class or grade, result, comments) for Dressage, Showing, Jumping and Eventing or you may prefer a different way, for example schools, schooling and Pony Club.

## **HORSE CARE**

(INCLUDING SHOERING PROCEDURES)

As you have already written all of this up for “K”/“C Star” certificate as per the relevant *Workbook Guidelines*, all you need to do is add what you have done since gaining your “K”/“C Star” and say “please refer also to “K”/“C Star” section, pages .....”.

## **SERVICE TO PONY CLUB**

(OTHER THAN RIDING)

Add to that previously written up for “K”/“C Star” all you have done since “K”/“C Star” and say ‘please refer to ..... etc.’

## **RIDING A VARIETY OF HORSES AND THEIR SCHOOLING PROGRESS**

Although you will be required to have the knowledge of your schooling progress with the horses you ride when you do your test, you do not have to write up lengthy details in a workbook. You can write up more if you wish, but it is not necessary.

If you have written up your “K”/“C Star” workbook according to the guidelines you should have a list of all the horses you have ridden and what you have done with them. Say “please refer to “K”/“C Star” section of workbook, pages .....”, then add details of the horses you have ridden since and what you have done with them, either by using the column method or writing a short account of each horse. You may also want to make a cross reference to the next section.

## **ATTENDANCE AT SCHOOLS AND NORMAL PONY CLUB ACTIVITIES**

Suggest you divide this into two sections

### **Schools**

You could either write up a short account of each of the serious schools you have attended, or use the "column" method as follows:

Venue	Date	Instructor	Horse	Comments
Southern Zone Camp	7-13th May 1993	Mr Blunt Mrs White	Smokey	Smokey went well. I must be steadier with my hands and keep my legs on more. Remember to look up.
Strathalbyn Jumping School	12-13th August 1993	Mr Patterson	Royal	Royal tended to be too hurried on the flat and over jumps but when I checked and softened and was consistent he improved a great deal.

### **Pony Club Rallies**

You could write up a general outline of your attendance at Pony Club over the last year.

**Example:**

Over the past 12 months I attended 9 out of the 10 monthly rallies at Long Valley Pony Club. The one I missed was the same day as the Pony Club Championships when I was competing. At Pony Club this year my flatwork instructor has been Mrs Reynolds. She has helped me a lot with Royal. We have jumping on alternate rallies and Mr Price has been my instructor and with his help Royal is going more quietly and confidently in his jumping. I also participate in Mounted Games on Smokey.

Please refer also to Pony Club Service.

**Alternatively, you could write up Pony Club rallies as follows:**

Date	Horse	Activity	Instructor	Comments
5/4/94	Royal	Flatwork	Mrs Reynolds	Hurried and tense at first then settled well.
	Smokey	Mounted Games	Mrs Timmus	
2/5/94	Royal	Flatwork	Mrs Reynolds	More settled. I must be very soft with my hands.
		Showjumping	Mr Price	I must look at the next fence and keep a more even pace between jumps.

Please refer also to Pony Club Service.

**LUNGEING**

If you did lungeing as an option for “K”, or have done “C Star” and wrote it up according to the relevant *Workbook Guidelines* you will only need to add a brief account of your lungeing since and say “refer to “K”/“C Star” lungeing pages .....

If you have not done lungeing for “K”, write up this section according to the *"K" Workbook Guidelines*.

**COURSE DESIGNING AND BUILDING**

List any occasions you have planned or built (or assisted with either) a showjumping or cross-country course or a set of schooling fences at Pony Club etc. Include plans of the courses. You may need to refer also to **Pony Club Service** if you have previously included this activity in that section before you started your "B" workbook.

If you chose course building as a “K” option, say “please refer to “K” workbook pages .....