

# PONY CLUB WA 'B' PROFICIENCY CERTIFICATE GUIDANCE NOTES

## Congratulations on deciding to work toward your Pony Club Australia 'B' Certificate.

These notes have been produced by Pony Club Victoria and supported by Pony Club WA to guide 'B' Certificate candidates, coaches, and assessors on the requirements to fulfill competency at this level.

Candidates must have already achieved either the C\* or K certificate prior to starting the 'B'.

The 'B' Certificate manual is purchased from Pony Club Australia through the candidates Myponyclub portal. A full list of further resources to support candidates is provided at the end of this guide.



Candidates must successfully complete the following assessment components:

- Rider journal and workbook
- Written assessment
- On the Ground (Groundwork & lungeing)
- Horse Management
- Under Saddle (XC, SJ, Dressage)

At this level, the candidate recognises that to ensure improvement in the horse's balance and performance, the rider's seat and coordination of the aids are vital. Through strengthening of the riders' seat, an increase in ability to ride the horse up to steady contact to the bit will be shown. The rider will begin to influence the quality of the horse's movements. The ability to do this, even to a degree, is a basic requirement for this standard.

The candidate should be able to work and care for a fully stabled horse and maintain its standard of training and health. If the candidate was asked to look after a horse belonging to someone else, they would be expected to maintain the horse's standard of stable management, lunge the horse, and ride the horse on the flat to maintain its level of fitness.



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## *RIDER JOURNAL*

The rider journal is a valuable record to keep track of your journey over at least 12 months as you work towards achieving your 'B' certificate. Your journal should record lessons, clinics, rallies, training exercises, saddle fitting appointments, competitions, feeding routines and plans (document any changes made), weight changes in your horse, volunteering, appointments such as vet, farrier, equine dentist etc.

The candidate will submit their journal prior to the practical assessment day.

Example below:

VENUE / EVENT	DATE	INSTRUCTOR	HORSE	COMMENTS
Tooradin Estate – Zone Clinic	2-2-2021	Sally Francis	BP Sox	Dressage Lesson; Improved tempo during ride. Need to watch Soxy doesn't lose balance in lengthen trot, prepare better for transitions in and out (half halts).
Equine Dental Check Up	3-2-2021	Mark Burnell	BP Sox	Soxy had his annual check-up. Mark reported his teeth were in good health and maintenance floating was performed. Next booking Feb 2022.
Werribee Park Pony Club Dressage Jackpot	5-2-2021	N/A	BP Sox	Grade 2 Dressage test 2.1 & 2.2 2.1 72% 2.2 68% Test scores improved from last competition (4 weeks ago). Soxy was relaxed and attentive. He was a bit tired in second test. Could have reduced his warmup time given it was getting warmer.



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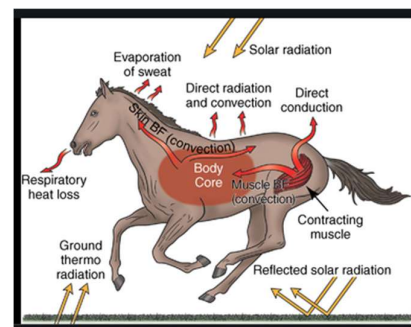
## WORKBOOK

Candidates will create a workbook in digital or handwritten format. This is to document any research and keep notes on the criteria's that require more detailed explanations. This workbook can be presented at the same time as the rider journal (prior to practical assessment day).

The workbook provides the assessor with information about your knowledge and will go towards reducing the time spent at a practical assessment day testing this knowledge. It will also assist the candidate as an extra resource when completing the open book test and when studying for the practical day. You should also include references to any books or online content you might have utilised.

It is suggested your workbook includes the following.

- Explain the importance of warming a horse up correctly
- Explain the three phases of an aid: the light aid, the pressure, and the release
- Describe the foundation responses; basic attempt, obedience, rhythm, straightness, contact and proof
- Explain rhythm and tempo
- Explain accepting the bit and being on the bit
- Explain impulsion, self-carriage, and laterality
- Explain the difference between care and welfare
- Explain the feeding routine of the horse you will use at the assessment, include details on the horse's workload, fitness level and living conditions
  - Feeding program to be supplied in weight
  - Explain why your horse is on the current diet
  - Explain your feed program on day of a competition
- Explain how to remove and replace a shoe including tools required.
  - Candidates encouraged to have the basic set of farrier tools so you can remove a shoe in emergency when at a competition or rally
- Explain abduction and adduction
- Explain protract and retract
- Explain a direct and indirect rein
- Explain turning and yielding
- Explain step, stride, and gait
- Explain care of a rugged horse including approaches for different times of the year and how the horse's thermoneutral zone works
- Discuss the dangers of over-rugging



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- Explain float/truck maintenance. Encourage your club to invite experts in this field to hold information sessions on:
  - Servicing of floats & trucks
  - Ramp / floor / axle / wheel bearing checks / ventilation
  - Attaching to vehicle correctly
  - Lights / brake / indicator system
  - Horse protection
  - Preparing a horse for floating (including protective equipment)
  - Loading and unloading horse safely – securing horse in float
  - Pros and cons of providing hay nets / feed while travelling
  - Paperwork required for horse interstate and international travel
    - International passport (FEI)
    - Medications recorded prior to leaving Australia
    - Wrapping shod hooves to ensure the hooves stay on during the flight (when travelling overseas – airlines prefer no shoes on flight)
    - No leg protection or rugs once secured on flight
    - Groom can fit rug mid flight
    - Feed on trip and prior to flight
    - Hydration before flight
    - Destination feed available
    - Quarantine restrictions
    - Travel sickness – management and prevention
    - How often to give horse a break when travelling long distances & how to find information on the safest places to stop and unload the horse/s

K candidates who chose float maintenance as a project topic can refer to previous submissions and expand further where required. Video evidence can be provided to assessor.

- Lungeing. Explain the following.
  - Reasons for lungeing, principles and benefits
  - Potential dangers/pitfalls
  - Equipment/gear for horse and how to fit
  - Correct use of whip
  - Rider attire
  - Warm up, working and cool down phases
  - How to introduce the side reins safely
  - Candidate to give feedback to positive or negative outcomes
  - Show changes of pace within gaits
  - How groundwork can assist to train a horse to lunge
  - How equitation science principles can be applied when lungeing
  - Another safe lungeing option if a lungeing cavesson is not available (such as the continental system)
  - How a rider could be lunged on a horse
  - Horse welfare when lungeing for example, time frame
  - Rules applicable to lungeing at pony club

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#### *WRITTEN ASSESSMENT*

The 'B' Assessment involves a candidate undertaking an open book online assessment. It will take approximately 1 ½ hours to complete. A pass rate of 80% is required. This assessment must be passed before the 'B' Final Practical Assessment can be undertaken.

Upon booking your practical assessment, your Zone Examining Secretary will contact you to arrange the written assessment. This is usually done about 4-6 weeks prior to assessment day.

The written assessment may include questions pertaining to the 'B' certificate manual and syllabus including equitation science theory & groundwork (Rider Tool Kit), horse health, feeding, farriery, preparing horses for competition and other topics.

#### *PRACTICAL ASSESSMENT*

The practical assessment day will involve the following:

##### *Presentation*

Rider to present in formal Pony Club uniform. Horse to be presented as per a led or ridden show class. Candidates will be permitted to change into discipline appropriate attire after the presentation has been assessed.

##### *On the Ground*

Candidates must always consider their own safety. When preparing their horse for a work session or when working on the ground with their horse candidates must present in correct attire such as helmet and boots.

- Candidates will be asked to demonstrate correct use of the whip for groundwork
  - To show forward, step back, yielding of hindquarters
- Present a horse to lunge – candidates to note that this module also has a 'turnout' component. You, the horse, and any gear used, must reflect this.
  - Horse must be in snaffle bridle with reins correctly secured
  - Correctly fitted lungeing cavesson
  - Saddle has stirrups secured correctly – or roller may be used
  - Boots to be placed on horse
  - Demonstrate correct use of lunge whip and lunge rein
  - Correct use of voice demonstrated
  - Candidate will need to be able to explain how the horse is working and any negative or positive outcomes, along with what could be done to improve future sessions
  - Demonstrate control of horse at walk, trot and canter including the ability to halt the horse
  - Changes of tempo in paces can also be performed
  - Change the rein effectively and safely
  - Apply side reins correctly
  - Demonstrate correct warm up and cool down
  - Handler appropriately attired

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## *Under Saddle Warm up*

Candidate should be able to show how to warm up correctly. This is an opportunity to 'show' your assessors some of your ridden requirements.

Your warm up may include:

- Regular changes of rein, transitions, leg yields, halt
- Show different types of walks including medium and free walk on long rein
- School figures to be shown; use different sized circles, shallow loops, tear drops, serpentine (two and three loops) etc
- Be creative in the warmup to make it interesting for the horse and to show off the lighter aids of being able to ride those different school figures to get the desired result
- Show understanding of rules of arena when riding with others

## *Under Saddle Riding Assessment*

After completing the warm up, a candidate will be directed to work on the flat with their horse and show their assessors the ability to perform the following whilst giving smooth and accurate aids and correct position:

- Demonstrate the three phases of an aid
- Correct use of the whip
- Foundation responses; basic attempt, obedience, straightness, rhythm, contact, proof
- Demonstrate, tempo, acceptance of the bit, impulsion, self-carriage, laterality
- Demonstrate; abduction and adduction, protract and retract, direct and indirect turns, turning and yielding, step stride and gait
- Medium walk and free walk on a long rein
- Working trot and canter
- Lengthen strides at trot and canter (diagonal line and circles)
- Halt
- 10m circle in walk and trot
- 15m circle at canter
- Two and three loop serpentine in trot
- Walk-canter transitions
- Counter canter – 2m loop off the long side
- Change canter lead through trot and walk

Assessors will also ask candidates about rules pertaining to dressage at State, National and International (FEI).



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#### *JUMPING*

Candidates can choose either jumping or non-jumping stream of the 'B' Certificate.

Regardless of stream followed, *all candidates must undertake* the following modules:

- Build 2-3 simple schooling fences and one combination
- Provide a map of a simple Show Jumping Course and explain how it is intended to be ridden
- Walk a Show Jumping course with the assessor

#### *Show Jumping Course Design and Build*

- Candidates are to build 2-3 simple schooling fences and one combination
- Candidates are to design a simple SJ course
- Candidates are to walk a SJ course with assessors
- Candidates are to walk part of a XC course with assessors
- Candidates to know rules pertaining to show jumping

Candidates should contact a Show Jumping Course builder to act as their mentor for a period of no less than 12 months. Candidates should attend Show Jumping Course Build courses where possible and volunteer to assist building courses at their club rallies and competition events. Their SJ course design will be submitted with the candidate's workbook. They may be required to build and ride the course on assessment day.

The course design should include descriptions of fences, dimensions of each grade, time allowed for different grades, time limit, tracks, striding etc.

#### *Walk a Show Jumping course with assessor*

Walk a show jumping course and discuss with assessor some important considerations.

- Understand break away cups and wings and where they will be utilised in the course
- Understand in a combination for example if the first element is an upright or if a spread, which type of fence is going to get you to jump into the combination further
- The distance from the first fence and last fence for the start and finish flags
- The allowable distance from the side of the arena to the fence
- The different types of jumps you can build
- How to measure the length of a course with a wheel
- How to calculate the time allowed and the time limit

Assessors will also ask candidates about rules pertaining to show jumping at State, National and International (FEI).

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Walk a cross country course and discuss with assessor some important considerations.

- Related lines
- Cross country rules and your horse's fitness program for cross country riding
- What speed you should be travelling for your grade
- How you will train your horse to maintain the appropriate speed
- Competition Rules
- Recovery of horse after riding a course
- Potential design problems
- Safety requirements
- Environment factors
- Understand the use of MIMs technology
  - How they are built
  - How the horse can activate the MIMs
  - Explain why this technology has been introduced
  - Replacement
  - PCV rules

Candidates are encouraged to spend time with XC course builders and designers to receive mentorship over a period of 12 months or longer. Contact your State B Co-ordinator to find a suitable mentor.

#### *JUMPING STREAM CANDIDATES*

Jumping stream candidates will be required to ride a Show Jumping course:

- Calmness and good use of stride, line and pace
- Minimum height 95cm
- Landing on correct lead, show lengthening and shortening of canter
- Ability to rebalance, demonstrate good tempo and rhythm
- Balanced position with independent hands, steady lower leg
- Clear round desirable
- Rails dropped due to ineffective or poor riding to be penalised
- Give assessor good feedback about your ridden course, where a line could be improved and how
- Jump off course may be asked to be ridden to show assessors ability to jump a fence with more power but keep the horse in control and in harmony. Jump a fence off a tighter turn and shorter approach

Jumping stream candidates will be required to jump at least 8 XC obstacles demonstrating:

- Ability to retain a balanced position over fences of varied terrain including drop, banks and ditches



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#### *NON-JUMPING STREAM CANDIDATES*

These candidates will still be required to show their ability jumping a horse, but the heights are reduced to 85cm in height and 85cm in width and a full course is not ridden. 2-3 fences will be shown. Candidates will provide assessor with a self-assessment of their ride over the fences and how they could improve.

Non jumping stream riders do not need to jump XC obstacles.

Non-Jumping candidates will also choose one area to specialise in and will be required to document their progress over a 12-month period. It could be presented in a journal, oral presentation, or multimedia presentation. You will need to research and provide any competition rules associated with the discipline. Document training processes and timeline, success and limitations encountered, equipment required and why you chose this specialised activity.

Examples of specialist areas could be (but not limited to):

- Endurance Riding
- Polocrosse
- Clicker training
- Starting a young horse
- Track riding
- Campdrafting
- Working Equitation
- Vaulting
- Showing

Your State B Co-ordinator is a great point of contact if you are unsure what specialist activity to choose or if you are unsure of which stream (jumping or non-jumping) would best suit your needs.

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#### HORSEMANAGEMENT

The following requirements are practical in nature. Candidates will need to 'show' the assessor the following:

- Condition of their horse's feet and shoes (if applicable). Show where they would find ringbone, splint, hoof abscess and how they would treat for a bounding pulse.
  - Candidate to work with Master Farrier and obtain video evidence showing them tacking a shoe on
- Test for dehydration
- Administer deworming paste
  - Safety considerations, dosage, technique, when and how to know horse requires worming (FEC system)
  - Video evidence could be provided to assessor
  - Provide your worming program including FEC (Faecal Egg Count), pasture management
- Administer an intra-muscular injection
  - Know where to administer, safety considerations and technique
  - Video evidence could be provided to assessor
- Fitting stable/wound/exercise bandages and unwrap the vet wrap/Elastoplast
  - Pros/cons, safety considerations, pressure points, equipment
    - Padding
    - Start and finish correctly
    - Why you might choose to use a bandage
    - Wound bandage – unwrap the vet wrap and then wrap it up again so that the tension is not too tight
    - Understand how much padding is required to ensure it stays in position without restricting
- Correctly fitting rug
  - Safety considerations, how to measure
- Produce travelling first aid kit and explain what is in it and why
  - Ensure you have a kit in your float and that it's up to date
  - Many vet clinics provide kits that are available for purchase
  - Have a first aid kit for humans too
  - Ensure you have enough supplies to control a large bleed (pads and bandages)
  - Must include cotton wool, elastic bandages, scissors, antiseptic spray or cream, digital thermometer, pack of salt, gauze swabs, pair of tweezers, torch, syringe



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#### *PRE – B ASSESSMENTS*

##### *What is involved?*

In Victoria, a rider attends a Pre-B Assessment approximately six months prior to attending a 'B' Final Assessment. Both these assessments are arranged through a rider's zone by contacting their Zone Examining Secretary. There is a fee involved and this will be advised on contacting your zone.

Candidates must have achieved either the C\* or K certificate as prerequisite. Candidates are welcome to attend training and assessment opportunities in neighbouring zones.

The Pre-B Assessment is an opportunity for the candidate to receive mentorship and vital feedback to prepare for a successful assessment day.

The Pre-B Assessment Day may cover:

- A review of the rider journal and workbook
- Equitation Science Groundwork & rider tool kit knowledge
- Horse Management
- Under Saddle riding requirements including flat and jumping
- Lungeing

Candidate to ensure they are well presented. It is encouraged that at least one plait in mane is completed so assessors can see that you can plait. Ensure your gear is well fitting and looked after.

Your day will likely begin with groundwork followed by lungeing but may depend on facilities or weather conditions on the day.

Ridden Flat/SJ/XC sections will be pre-assessed next.

Rider's warm up independently. Next, assessors will begin directing the group of riders and give suggestions to assist improvement of combination along the way. They will ask candidates for feedback and understanding on the different components. Assessors will let candidates know if they feel their position and application of aids are heading in the right direction for 'B'. Candidates are to be able to execute the aids and movements for the 'B' quickly and efficiently. Any help required with riding movements; assessors will be happy to assist.

Feedback will offer the candidates what they need to be ready for the 'B' assessment including a time frame and plan to help them achieve.

After ridden sessions, candidates may spend some time on Horse care and Horse Welfare topics. Candidates might like to bring their workbooks and journals to show their progress in this area.

After the day, a candidate will receive a Pre-B Assessment hard copy report which they can share with their own coaching team to assist with planning as you continue to prepare for the final assessment.

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## *WHAT TO DO WHEN READY FOR 'B' FINAL ASSESSMENT?*

1. Club/candidate to contact Zone Examining Secretary.
2. Complete 'B' assessment application form and organise to pay required zone fees.
3. Submit workbook, journal and any other relevant documents.
4. ZES will arrange access to PCA 'B' Certificate online open book test.
5. ZES will book assessors and coordinate venue and notify candidates.

Assessment may be undertaken in a zone other than candidates. Candidate must still follow the process above and your ZES will coordinate with neighbouring ZES.

## *Further Recommended Resources:*

- Horses Don't Like Surprise Parties – Portland Jones & Sophie Warren
- The Pony Club Manual 2 (C\*/K/B/H/A certificates) – Kevin Lawrence (available through Pony Club Victoria Shopify store)
- Equitation Science. Second Edition. By Paul McGreevy, Janne Winther Christensen, Uta Koenig von Borstel, Andrew McLean
- Pony Club Victoria Facebook Group – Rider Tool Kit
- Pony Club Australia 'B' Certificate Manual 2020 version
- Pony Club Australia E, D, D\*, C, C\*/K Manuals (2019 editions)
- The BHS Complete Manual of Stable Management – British Horse Society
- The Principles of Riding – German National Equestrian Federation
- Cavaletti for Dressage and Jumping – Ingrid and Reiner Klimke 4<sup>th</sup> edition.
- FEI XC rules. <https://inside.fei.org/fei/disc/eventing/rules>
- FEI campus. Mini courses presented by the FEI. <https://campus.fei.org/>

Enjoy your 'B' Certificate Journey while  
on your way to reaching your Equestrian Dreams.