

# C\* Proficiency Certificate

## Marking Sheet



The C\* Certificate must be assessed by a qualified assessor from your State panel, who is not connected to the candidate's Club or Centre. (See syllabus for exceptions to this). Candidates must be able to demonstrate all the following in order to qualify for the C\* Certificate. A journal in an appropriate format of the year's riding and training is required for assessment.

<b>RIDER</b>		<b>DATE OF BIRTH</b>	
<b>CLUB</b>		<b>VENUE</b>	
<b>EXAMINER</b>		<b>DATE</b>	

OVERALL RESULT		
	COMPETENT (Y/N)	COMMENT
WRITTEN PAPER		
PRESENTATION		
RIDER'S TOOL KIT		
ON THE GROUND		
UNDER SADDLE		
JUMPING		
LUNGEING		
HORSE MANAGEMENT		
JOURNAL		
RESULT OVERALL		

PRESENTATION		
	(YES/NO)	COMMENT
Rider in clean, tidy, formal Pony Club or Centre uniform, including discipline-appropriate uniform for all practical tests. <i>as per Pony Club WA Gear Checking Manual</i>		
Horse and rider as for Pony Club competition, including plaiting.		
Gear clean and correctly fitted		

Punctuality, courtesy, overall impression		
RIDER'S TOOL KIT		
REQUIREMENTS (per page 11-13 of Syllabus)	(YES/NO)	COMMENT
Candidate to discuss the 10 principles of training; <i>Safety, flight response, horse's brain, calmness, habituate, pressure-release, reward training, use of aids, gradual training, one aid at a time, self-carriage</i>		
Candidate to briefly explain the evolution and changing role of horses within human society; <i>55 million yrs ago, gradual change to environment, domesticated about 6000 years ago</i>		
Candidate to discuss the horse's memory, ability to form habits and intelligence; <i>'recognition' memory, habits reliable quick to learn, adapt to change, amazing senses, bonding other horses, fast reactions</i>		
Candidate to have a very thorough understanding of pressure-release and reward training; <i>In more detail than C Certificate</i>		
Candidate to explain conditioned reinforcers and their use; <i>reward by way of word or sound</i>		
Candidate to understand punishment and habituation; <i>think before using punishment, gradual habituate training</i>		
Candidate to explain overshadowing; <i>when two signals are presented same time horse can only respond to one</i>		
Candidate to show a developing understanding of the shaping process; <i>process of gradual changes in behaviour over time</i>		
OVERALL IMPRESSION		

ON THE GROUND (GROUND WORK)		
REQUIREMENTS (per page 11-13 of Syllabus)	(YES/NO)	COMMENT
Candidate to understand the importance of clear, obedient responses on the ground; <i>foundation responses established so future training can progress</i>		
Candidate to <b>demonstrate</b> an understanding of the shaping process throughout ground work; <i>process of gradual changing behaviour over time</i>		
Candidate to discuss the process of training a horse to step backward from voice cue; <i>Use of word clearly just before you use pressure-release cue; example "back"</i>		
Candidate to know the difference between steps and strides; <i>Step when one leg moves, stride is the movement of all four legs to complete a movement in gait/pace</i>		
Candidate to <b>demonstrate</b> a developing ability to move the horse's hindquarters left & right		
Candidate to <b>demonstrate</b> park and head down.		

Candidate to <b>demonstrate and complete</b> a ground work dressage test with accuracy and control (Page 34 C* Manual)		
OVERALL IMPRESSION		
<b>UNDER SADDLE (RIDDEN COMPONENT)</b>		
<b>REQUIREMENTS (per page 11-13 of Syllabus)</b>	<b>(YES/NO)</b>	<b>COMMENT</b>
Candidate to discuss how a metronome can be used in horse training; <i>assist with working on horse's rhythm</i>		
Candidate to demonstrate stop, slow and step back from light aids.		
Candidate to understand the biomechanics of turn; <i>Two separate phases to every step a horse takes, stance phase occurs when the horse's leg on the ground, swing phase occurs when leg is moving through the air, horse can also move his legs slightly sideways, when he moves his leg away from the body called abducting, when he closes his leg towards the body it is called adducting.</i>		
Candidate to ride a turn on the forehand; <i>both reins be able to show the beginnings of moving off the leg not necessarily at halt. Horse to remain calm and show definite walk strides</i>		
Candidate to ride with reins in one hand at walk, trot and canter; <i>demonstrate control, reins may be held in either hand</i>		
Candidate to ride without stirrups at walk, trot and canter; <i>maintain a balanced position, take out and cross right foot before left</i>		
Candidate to demonstrate correct position		
Candidate to be fluent with diagonal changes and be developing a feel for the correct diagonal.		
Candidate to be proficient in cantering – able to achieve correct leads most of the time and correct them when they are incorrect.		
Candidate to know the footfalls of all gaits.		
Candidate to ride at 220, 350, 400 and 450 metres per minute with a degree of accuracy; <i>27, 17, 15, 13.3 seconds for 100m respectively</i>		
Candidate to discuss warming up and cooling down.		
Candidate to discuss how to manage the horse when they first start going to events and competitions and have a clear understanding of safe practices in this situation.		
Candidate to discuss the etiquette for the warm up arena.		
OVERALL IMPRESSION		

UNDER SADDLE - JUMPING		
REQUIREMENTS (per page 11-13 of Syllabus)	(YES/NO)	COMMENT
Candidate to understand two different forms of rein release; <i>crest and automatic (direct) release</i>		
Candidate to negotiate a show jumping course with calmness and an understanding of good training practices. Maximum height and width of 85cm; <i>to have a balanced and secure position between &amp; over fences</i>		
Candidate to relate a discussion of shaping and punishment to jumping		
Candidate to demonstrate riding over small cross-country obstacles at least 85cm; <i>to have a balanced and secure position between &amp; over fences</i>		
Candidate to know the different types of cross-country obstacles; <i>discuss the correct approach to riding a variety of fences and understand how terrain and weather conditions can affect cross country jumps and distances</i>		
OVERALL IMPRESSION		

LUNGEING		
REQUIREMENTS (per page 11-13 of Syllabus)	(YES/NO)	COMMENT
Candidate to discuss the reasons for lungeing		
Candidate to discuss correct and safe attire and tack for lungeing		
<p>Candidate to <b>demonstrate</b> correct, safe lungeing practices at walk and trot;</p> <ul style="list-style-type: none"> <li>• <i>Candidate to fit gear correctly</i></li> <li>• <i>Wear suitable footwear, approved helmet and gloves</i></li> <li>• <i>Recognise the need for a safe enclosed work area with sound footing</i></li> <li>• <i>Demonstrate correct use and control of the lunge whip and reins at all times when lungeing and leading the horse</i></li> <li>• <i>Control and handle the lunge rein</i></li> <li>• <i>Give clear and consistent commands</i></li> <li>• <i>Control the horse on a large circle with even contact on the rein in both directions</i></li> <li>• <i>Halt horse on command</i></li> </ul> <p><i>Work horse equally well in both directions</i></p>		
OVERALL IMPRESSION		

HORSE MANAGEMENT		
REQUIREMENTS (per page 11-13 of Syllabus)	(YES/NO)	COMMENT
Candidate to discuss the Five Freedoms; <i>from- hunger &amp; thirst, discomfort, pain, injury &amp; disease, to express natural behaviours, from fear &amp; distress</i>		
Candidate to <b>demonstrate</b> how to neatly plait a mane and tail		
Candidate to discuss trimming and clipping styles. Understand the reasons for not trimming horse feathers and vibrissae (whiskers): <i>Candidate to identify the following clips. Full, Belly, Trace, Hunting and Blanket</i>		
Candidate to discuss correct hoof management practices; shoeing, trimming etc.; <i>care of foot, frequency farrier, explain the shoes on their own horse and why it is shod that way. Understand what a balanced foot should look like</i>		
Candidate to know the farrier's tools; rasp, knife, cutters, hammer, buffer and pincers; <i>name and explain use of</i>		
Candidate to discuss the requirements for safe transportation of horses; <ul style="list-style-type: none"> <li><i>parts of float/truck requiring maintenance; brakes, lights, floor, ramp tyres, hitch and ball, breeching bar or safety chain</i></li> <li><i>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</i></li> </ul>		
Candidate to know the paddock checklist; <i>safe fencing, good water supply, shade/shelter, pasture quality, paddock hazards, horse, rug</i>		
Candidate to know the daily checklist for the paddocked horse; <i>general impression, eyes, ear, nose, movement, stance, coat, legs, urine, manure</i>		
Candidate to understand the care requirements for both a paddocked and stabled horse; <i>feeding, exercise, grooming, rugging</i>		
Candidate to discuss stable bedding types; <i>Sand, shavings, sawdust, shredded paper, straw</i>		
Candidate to discuss feeding guidelines; <i>explain rules of feeding and how they affect the horse</i>		
Candidate to discuss different types of hay and basic feeds appropriate to the local area; <i>be able to discuss good and poor quality</i>		
Candidate to discuss letting the horse down for a spell; <i>importance of both the horse's physical and mental well-being. 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</i>		
Candidate to discuss the process of getting a horse fit after a spell; <i>done gradually and that the number of weeks required will depend on the level of fitness required for the activity, the level of fitness of the horse at the beginning, any underlying health issues. The feed increasing gradually as the workload increases. Should also include care of teeth, feet and drenching</i>		

Candidate to know when to call the vet; <i>Candidate should know the signs of a healthy horse so they can describe any symptoms to the Veterinarian</i>		
Candidate to know how to take the following observations for the vet: heart rate, respiration rate, temperature, manure; <i>Candidate should know the three readings of a healthy horse at rest and how to take each and average quantity of manure</i>		
Candidate to know the signs of a healthy horse; <i>general appearance, alertness, eyes, condition, legs, feed, water, urine, manure</i>		
Candidate to describe a well-stocked first aid kit and the use of each item of contents		
Candidate to <b>demonstrate</b> a bandage of a minor leg wound; <i>padding &amp; bandage</i>		
Candidate to <b>demonstrate</b> how to detect lameness; <i>uneven strides, head nod, forelegs - head will go down on the sound leg and up on the unsound leg hindlegs – more movement hips, cast a shoe, laceration, swelling, foot abscess – digital pulse</i>		
Candidate to discuss how to treat deep wounds and skin disorders; <i>Candidate to explain how to apply pressure to a wound to stop bleeding. The candidate should have knowledge of skin disorders such a mud fever, ring worm and greasy heel</i>		
Candidate to discuss the identification and treatment of common ailments including laminitis, colds, greasy heel and seedy toe; <i>including following veterinary advice</i>		
Candidate to discuss parasite control appropriate to the local area; <i>explain a worming programme (FEC &amp; Chemical dewormers) depending on how their horse is kept and understand about paddock care such as harrowing, manure pick up and a paddock rotation</i>		
Candidate to discuss vaccinations for tetanus and strangles, plus other vaccinations needed for the local area. <i>Also, when should they be given</i>		
Candidate to discuss dental care; <i>outline how often and why a horse's teeth need attention. Explain the symptoms a horse would show if its teeth need attention</i>		
Candidate to be able to <b>demonstrate</b> and tell a horse's age by looking at the teeth		
Candidate to <b>demonstrate</b> an understanding of correctly fitted tack including martingales; <i>fit correctly</i>		
Candidate to understand the different types of bits; including action & effect on mouth <i>Snaffle - single jointed, double jointed, eggbutt, half moon, mullen mouth. Gags – dutch/3 ring. Pelham. Kimblewick or Spanish Snaffle. Five main groups: snaffle, double bridle, gag, bitless &amp; curbs</i>		
Candidate to discuss how to fit leg protection to the horse; <i>boots, bandages –padding &amp; stitched, bell boots</i>		
Candidate to explain how to maintain rugs and grooming equipment; <i>how to clean grooming kit &amp; the rugs they use on their horse</i>		
OVERALL IMPRESSION (Candidate's safety, knowledge and proficiency)		

ASSESSMENT DETAILS	
EXAMINER (PRINT NAME)	
EXAMINER (SIGNATURE)	

**NEXT:**

- This sheet is to be handed to the Club Secretary or Centre manager and will be given to the candidate in due course.
- The results are to be entered by the Club on Omni Sport My Pony by following the “PCWA Procedures for processing Proficiency Certificates.” If you have any queries contact [membership@ponyclubwa.asn.au](mailto:membership@ponyclubwa.asn.au)