

CANADIAN PONY CLUB



A/B

Testing Procedures

2011



A/B TESTING PROCEDURES 2011

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PART 1 – GENERAL INFORMATION

A. AIMS & OBJECTIVES OF THE PONY CLUB

To encourage young people to ride, and to learn to enjoy all kinds of sports connected with horses and riding.

To provide instruction in riding and horsemanship, and to instil in members the proper care of their animals.

To promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline.

B. INTRODUCTION

1. The National Testing Committee has compiled the information contained in this booklet for the purpose of establishing uniformity in testing. The regulations contained herein shall, once approved by the Board of Directors, supersede all previous testing regulations in the Canadian Pony Club, and shall continue in force until rescinded.
 - a) The National Testing Committee may recommend amendments from time to time, subject to the approval of the Board of Directors.
 - b) All suggestions for amendments shall be submitted to the National Testing Chair, who will present them to the National Testing Committee for consideration.
2. Pony Club tests are to be regarded as steps toward the aims and objects of the Canadian Pony Club. Tests are offered as encouragement for members to advance; and to provide an efficient method of determining that members have a good, all-round, sound and practical knowledge of horsemanship and stable management.

Tests are not primarily for those who specialize in a particular phase of horsemanship, nor are they to be regarded as a means of achieving professionalism.

Testing must be kept in proper perspective to the more important aims of enjoyment, developing skills, sportsmanship and citizenship. Officials and parents should resist the temptation to push members ahead too quickly.

C. GENERAL

1. National Tests. Tests from B Level to A Level will follow the rules and requirements set down in the Canadian Pony Club A/B Testing Procedures.
2. Candidates, Instructors, Examiners, Test Organizers and all others responsible for recommending or preparing candidates for testing: must be familiar with the 2010 A/B TESTING PROCEDURE REQUIREMENTS FOR EXAMINERS, COACHES AND CANDIDATES for the Level; must be familiar with the publications currently approved as required reading; should also have access to all other recommended reading material.
3. Prospective 'RA' and 'HA' candidates should have completed their 'B2/HB2' test prior to January 1st of the year in which they hope to try their 'RA/HA'. If the candidate is unable to comply with this requirement, and the candidate can give an excellent reason for not having completed the 'B2/HB2' test, they must:
 - a) request permission the previous fall from their Region to test the missing 'B2' components by May 31 of the year in which they wish to try their 'RA/HA'. The Region must have agreed to provide the test opportunity. The decision whether to offer any test is at the discretion of the region.
 - b) apply and pay for the B2 test before the date of the written A test (January)
 - c) pay the written 'A' test fee by November 1st and the 'HA' and /or 'RA' test fee by March 1st. If the candidate fails to qualify by not completing the requirement for the 'RA/HA' test(s), the 'HA/RA' test fee(s) is non-refundable.

4. 'The 'HA' and 'RA' may be taken in the same year but candidates are encouraged to take only one test each year.
5. Candidates will be tested in all practical phases. However, in the interest of safety, the Senior Examiner may ask a candidate to withdraw at any time in all phases of the test.
6. The examiner has the prerogative to stop or postpone all or part of the test due to bad footing, unsoundness or unsuitable facilities. It will be the Regional Testing Chair's responsibility to set up testing for phases not completed at B and B2 level, as soon as possible (must be within 12 months). It is not necessary to use the same examiners.
7. A mark of zero anywhere on a practical test, up to and including RA level, will result in an "incomplete" on that phase of the test.
8. Parents, coaches, instructors and other spectators are not allowed in the barn area during the test. They may watch the riding sections provided that they stay a minimum of 20 meters from the rings, including the warm-up area.
9. Video taping is allowed but must be done 20 meters away and the candidate's permission must be obtained prior to any taping. Tapes may not be used for protests.
10. Any candidate may be asked to withdraw from a test by the regional or national testing chair for the following reasons:
 - a) abuse of horse.
 - b) rudeness.
 - c) unsportsmanlike conduct.
 - d) safety concerns.

D. LEVELS

All ages are as of January 1st of the current year.

LEVEL	ELIGIBLE MEMBERS	TEST	APPROVED EXAMINERS	AWARD TO MEMBERS
'B'	Passport endorsed as passed 'C2', 14 yrs or older	National 'B' Test Phases 1 & 2	National	Passport endorsed as passing 'B' and red disc
'HB'	Passport endorsed as passed 'C2' or 'C2SM', 14 yrs or older	National 'B' Test Phase 1	National	Passport endorsed as passing 'HB'
'RB'	Passport endorsed as 'C2' and 'HB'	National 'B' Test Phase 2	National	Passport endorsed as passing 'B' and red disc
'B-FR' Flat Ride	Passport endorsed as passed 'HB' and either 'C2' or 'C2-FR'	National 'B' Test Phase 2 Section 1	National	Passport endorsed as passing 'B-FR'
'B-SJ' Stadium Jumping	Passport endorsed as passed 'HB' and 'C2'	National 'B' Test Phase SJ	National	Passport endorsed as passing 'B-SJ'
'B2'	Passport endorsed as passed 'B'	National 'B2' Test Phases 1, 2, 3 & 4	National	Passport endorsed as passing 'B2'
'HB2'	Passport endorsed as passed 'B' or 'C2' and 'HB'	National 'B2' Test Phases 1, 3 & 4	National	Passport endorsed as passing 'HB2'
'RB2'	Passport endorsed as passed 'HB2' and 'B'	National 'B2' Test Phase 2	National	Passport endorsed as passing 'B2'
'B2-FR' Flat Ride	Passport endorsed as passed 'HB2' and either 'B' or 'B-FR'	National 'B2' Test Phase 2 Section 1	National	Passport endorsed as passing 'B2-FR'
'B2-SJ' Stadium Jumping	Passport endorsed as passed 'HB2' and either 'B' or 'B-SJ'	National 'B2' Test Phase SJ	National	Passport endorsed as passing 'B2-SJ'
'SA'	Passport endorsed as passed 'HB2', 16 yrs of age or older	National 'HA' Test	National	Passport endorsed as passing 'SA'
'HA'	Passport endorsed as passed 'B2', 16 yrs of age or older	National 'HA' Test	National	Passport endorsed, 'HA' Certificate and orange disc
	Members who successfully complete both the 'RB2' & 'SA'			Passport endorsed, 'HA' Certificate and orange disc
'RA'	Passport endorsed as passed 'B2', 16 yrs of age or older	National 'RA' Test	National	Passport endorsed, 'RA' Certificate and white disc
RA-FR Flat Ride	Passport endorsed as passed 'B2' or 'HB2' and 'B2-FR'	National 'RA' Test Phase 1	National	Passport endorsed as passing 'RA-FR'
RA-SJ Stadium Jumping	Passport endorsed as passed 'B2' or 'HB2' and 'B2-SJ'	National 'RA' Test Phase SJ	National	Passport endorsed as passing 'RA-SJ'
'A'	Members who have successfully completed both the 'HA' and 'RA'			Passport endorsed, 'A' Certificate and blue disc

E. STREAMING RULES

As well as the complete test, members may now test at C2 level and above in SM and a flat ride only (omitting all jumping). They may choose to test at B and above in SM and either flat or stadium jumping only. The stadium jumping group does not go cross country or do flat. In an effort to clarify the process the following rules have been drawn up.

1. A candidate may attempt the test levels sequentially in any one of the following:
 - a) as a complete test (stable management plus complete riding phases)
 - b) in the “stable management” stream beginning at D
 - c) as a flat stream test (stable management plus “flat ride”) beginning at C2
 - d) as a stadium stream test (stable management plus stadium jumping) beginning at B
2. Candidates must successfully pass the SM phase of a level at the same time as the riding phase, or prior to the riding phase, unless the test is conducted on the same day or during the same testing experience (over the weekend). One cannot attempt only the riding phase unless they have already passed the “stable management” stream except at RA.
3. Candidates may move up the SM stream, one level at a time, without taking the riding level.
4. Candidates may test in the riding “flat” stream and/or “stadium” stream.
5. Candidates may change from the “complete” test to the “flat” stream at any level above C1.
6. Candidates may change from the “complete” test to the “stadium” stream at any level above C2.
7. If a candidate is testing in the “complete” stream, they must attempt all riding phases and sections at the same time unless completing only those where they DNMS on a previous attempt.
8. To change from the “flat” stream to the “complete” test, candidates will be expected to make up all “complete” tests Section 2 - Riding over Fences up to and including their current Flat Stream level. These will be one level per test.
9. To change from the “stadium” stream to the “complete” test, candidates will be expected to make up all “complete” tests - Phase 2 Section 1 “Riding on the Flat” and Phase 2 Section 2 “Riding over Fences” in spite of having passed portions of these sections in a previous test. These will be one level per test.
10. Candidates will only receive their certificate and disc by taking the “complete” test.
11. In order to be examined on the B2/A teaching component, a candidate must have achieved a full C2.
12. At the HA/SA test, phase 4 Lungeing a Rider, the minimum riding level of lunged students is C2.
13. All requirements, including age, 60% participation, First Aid, mentoring forms, coaches' signature, etc. will apply to the new streams in the same manner as the “complete” program.
14. Candidates have a responsibility to outline their seasonal goals to the branch Testing Representative early in the year and complete applications carefully.

F. ORGANIZATION - REGIONAL & NATIONAL TESTING COMMITTEES

1. For testing purposes, 'Regions' shall coincide with the designated and approved Regions of the Canadian Pony Club.
2. Regional Testing Committees
 - a) Each Region shall elect one member for every five branches, or portions thereof, for a three-year term. One of these members shall be designated Regional Testing Chair.

- b) Additional Members
 - i) C-D Testing Chairs, if any.
 - ii) In the event that none of the elected testing representatives are approved examiners, regions may appoint at least one examiner (two, if preferred). Term of office is one year.
 - iii) Regional Chair
3. National Testing Committee
- a) Regional Testing Chairs
One for each Region.
 - b) National Testing Chair
Appointed annually by the Board of Directors on a Regional rotating basis whenever possible, from past or current members of the Regional and National Testing Committees.
 - c) Plus (*In non-voting capacity*)
 - i) The current Senior RA and HA Examiners of the Canadian Pony Club OR the current Senior A Examiner and current assistant Senior A Examiner of the Canadian Pony Club
 - ii) A past chair of the National Testing Committee (recommend immediate past chair)

The National Testing Committee is responsible for the organization, administration and application of 'B', 'B2', 'HA' and 'RA' testing in the Canadian Pony Club.

4. Rotation of Election
To maintain continuity of rotation, should a member of the Regional or National Testing Committees resign, or otherwise be replaced before his term of office is completed, the replacement member shall hold office only until the completion of the term of office of the member he replaces.
5. Voting Procedures
- a) Resolution or proposal adopted - when Regional Testing Committee Chairmen give majority vote for.
 - b) Resolution or proposal defeated - when Regional Testing Committee Chairmen give majority vote against.
 - c) All resolutions or proposals adopted - to be forwarded for ratification to the Board of Directors by the National Testing Chair.
 - d) A request from a Regional Testing Chair or the National Testing chair seeking approval or recommendation from his committee, shall be deemed approved after 21 days from the date of mailing, unless there are any dissenting members of the committee. In which case, as a minimum, all members shall be polled by telephone or e-mail to determine the acceptability of the proposal. If necessary a teleconference shall be organized if discussion of the proposal is required when a meeting of the members is impractical.

G. APPEAL PROCESS

Purpose

To make decisions regarding problems arising from the conducting of, or results of 'B', 'B2', 'HA' or 'RA' Testing.

Members of the Board of Appeal

- Chair of the National Testing Committee or their designated representative.
- A Senior Examiner not from the test in question.
- A Regional Testing Chair not from the test in question.

No member of the Board of Appeal shall have been in attendance at the test in question.

Fee

A fee of \$100.00 must accompany the official appeal. This fee is to be returned if the appeal is upheld.

Procedure to follow:

1. The appeal to be made in writing and signed by the District Commissioner of the candidate's branch, the Regional Chair and the Regional Testing Chair. Only the candidate shall be able to launch an appeal on his or her own behalf. Where a candidate is under 18, the parent or guardian shall be able to launch an appeal on the child's behalf. The candidate, and parent/guardian if the candidate is under 18, must sign the appeal.
2. The appeal, accompanied by the Fee for Appeal, to be forwarded to the National Testing Chair no less than 14 days and no more than 30 days after receiving the results of the test in question. Original documents with signatures must be delivered by regular mail, courier, or by hand. No other form of delivery will be accepted.
3. The National Testing Chair shall contact the examiners and test chair from the test in question immediately, in writing, to request their written input. The examiners and test chair shall respond within 14 days.
4. Decision of the Board of Appeal will be final and will be forwarded to the Regional Chair within a period of 21 days.
5. **The opinion of the Examiners is not subject to appeal.**

H. DATES TO REMEMBER

1. Examiner Lists
 - a) National Lists
Regional Testing Chair to submit updated list to National Testing Chair by November 1.
 - b) Regional Lists
('C' and 'D' Examiners) Branch recommendations to Regional Committee by January/February.
Approved by Regional Committee - February/March.
2. Written Tests
Written test preparation committee determined by November 1st. HA test prepared by December 1st for writing in January. All other tests forwarded to National Test Chair by February 1st. Tests distributed to regions March 31st.
3. Marking Panels
'A' - Interested National Examiners may submit their names and addresses through their Regional Testing Chairs to the National Testing Chair one month prior to test date. National Test Chair will choose four for the panel.
'B' and 'B2' - Regional Testing Committee name and approve marking panel one month prior to test date.
4. Written Test Dates
'A' announced by National Testing Committee.
'B' and 'B2' written dates set by the Regions.
5. A Written Test, 'HA' and 'RA' Applications
October 1 – all applications from Candidate to District Commissioner for signature
October 15 – all applications to Regional Testing Chair for approval
November 1 – all applications to National Testing Chair. A \$50.00 written fee must accompany the written applications.
March 1 - Candidates must submit \$200.00 per test to the National Test Chair. \$100 will be returned to the candidate if they present for the practical portion of the test.
6. 'B' and 'B2' Applications – dates at the discretion of the Regional Test Committee
7. Practical test dates, locations, examiner panels:

- a) 'HA' and 'RA' Tests
Regional Testing Chairmen's responsibility to confirm location with National Testing Chair as early as possible, preferably before the April AGM.
 - b) 'B' and 'B2' Tests
Regional Testing Committee's responsibility to select dates, locations, examiner panels, at least one month prior to test date.
8. Annual Reports
Regional Testing Chair to National Testing Chair by November 1, including: C2, B, B2 test results, Test Rep. forms and Senior Examiner's forms for each test. A copy of the C2, B, and B2 Test Result Form must also be sent to the National Office.

J. DUTIES OF OFFICIALS

i. National Testing Chair

1.
 - a) Review all submissions from Regional Testing Committees and present them to the National Testing Committee for approval.
 - b) Obtain from the Board of Directors approval of all changes of policy.
 - c) Relate all decisions of the Board of Directors to the Regional Testing Chairmen.
2. Act as member of the 'A' Board of Appeal or select a representative.
3. Maintain a record of Examiner's applications and compile into a National Examiner's List from those submitted by the Regions. Send a copy to the National Office. The National Chair may delegate the National Office to prepare National Examiners List.
4. In Co-operation with the National Testing Committee
 - a) Appoint the Canadian Pony Club Senior Examiners for the current year.
 - b) Arrange that appropriate testing forms for each level are available for use by those concerned.
 - c) Ensure that written tests are prepared, and approved tests are dispatched to those concerned.
5. 'A' Testing
 - a) Record applications.
 - b) Announce Written test dates for all National 'A' tests.
 - c) Distribute written test papers for candidates as indicated by Regional Testing Chairs.
 - d) Arrange for test marking, record written test results, and immediately notify candidates and Regional Test Chairs. Ensure that the papers are returned to the candidates in a timely manner.
 - e) Approve dates, locations and examining panels for 'A' practical tests.
 - f) Confirm test dates and locations with all candidates before March 1
 - g) Attend all 'A' practical tests, or appoint an official to represent the National Testing Committee.
 - h) Sign and return all Individual Record Sheets, passports, discs and Certificates for candidates to the Regional Testing Chair for distribution.
 - i) File application forms, copies of individual record sheets, candidate examiner and test chair test evaluation forms, and test report forms.
6. Maintain accurate records of all National testing results and the examiners used in each case and forward a copy to the National Office.
7. Prepare an annual report on testing results for presentation at the Annual General Meeting of the Canadian Pony Club.
8. Approve applications of candidates for National HA/RA testing. Before approving application, ensure, together with the Regional Testing Chair, that all candidates have reached sufficient standard.

ii. Regional Testing Chair

1. Be very familiar with the Testing Procedures.
2. Be aware of all deadlines associated with testing and make sure your Region abides by them.
3. Make decisions as a member of the National Testing Committee.
 - a) Present all requests and submissions of the Regional Testing Committee to the National Testing Chair for submission to the National Testing Committee.
 - b) Relate all national decisions to members of the Regional Committee and Regional Testing Committee.
 - c) Bring to the attention of the National Testing Chair any testing situation in their Region that is felt to require National consideration
4. Send results of all 'C2', 'B' and 'B2' Testing on the Test Report Form (see national webpage) to the National Testing Chair, with a copy to the National Office.
5. Examiners
 - a. Prepare a Regional Examiner's List annually
 - i) Keep up to date records on the testing done by each examiner.
 - ii) Upon receipt of negative test reports concerning an examiner, with the Regional Testing Committee, assess the circumstances, contact the examiner involved in writing and take appropriate action where necessary.
 - iii) With the Regional Test Committee, have the authority to determine the continuing capability and classification for examiners.
 - b. Organize Regional Examiner's clinics for all D and C levels. Attend National Testing clinics when possible.
 - c. Update the National Examiner's List for your Region and return to the National Testing Chair by November 1st, along with any new National Examiner's Applications, with a copy of both to the National Office.
 - d. Keep all examiners informed of new information.
6. Branches
 - a. Be responsible for distributing to the D.C.'s all testing materials and communications from the National Testing Chair.
 - b. Keep accurate Branch testing records - dates of test, names of candidates, results, names of Examiners.
 - c. Distribute the new tests when they become available each spring.
 - d. Keep the Branches informed as to changes in the Testing Procedures and the rules for running Branch tests. A Branch Testing Fact Sheet is a good idea.
 - e. Help Branches with any testing problems and be available to answer their questions.
7. Regional B and B2 tests
 - a. Arrange for a date, location and supervision for the written tests. With your committee, mark the B and B2 written tests. Notify the candidate and branch test representative immediately. Return the tests to the candidate as soon as possible.
 - b. Approve applications of candidates for Regional and National testing. Before approving 'B' application, ensure from information submitted by the C/D Testing Chair, that candidates have passed 'C2' Level Test. Ensure that all other candidates for National tests have reached sufficient standard.

- c. Choose a suitable location for the stable management and riding phases of the tests. Organize HB/HB2 and RB/RB2 tests to coincide with the Regional B and B2 test. The HB2 test will include Phase 1 (Stable Management), Phase 3 (Teaching) and Phase 4 (Lungeing) of the B2 test. The RB2 test will be Phase 2 – Section 1 (Riding on the Flat) and Phase 2 – Section 2 (Riding over Fences) of the B2 test. Members are encouraged to take the complete B2 test unless lack of a horse or injury prevents this.
 - d. Arrange for a panel of three or more examiners.
 - e. Set up a mandatory evaluation for all combinations your B and B2 candidates, preferably 8 weeks ahead.
 - f. All costs relating to 'B' and 'B2' testing are the responsibility of the Region and fees should be set accordingly.
 - g. The Regional Testing Chair has the responsibility to discuss any problems occurring in a test with the Senior Examiner during the test. The Senior Examiner is responsible for the compliance with all standards and requirements of the level being tested, with safety being a prime consideration.
 - h. Assist examiners with paperwork as required i.e. arithmetic, writing comments, etc.
 - i. Return all individual test records, passports and appropriate certificates, to the District Commissioners or directly to the candidates. Ensure that candidate written test papers were returned to them as soon as possible after marking.
 - j. File within the region copies of all 'B' and 'B2' Individual Test Records and collect application forms of candidates eligible for re-testing.
 - k. Submit completed test results of all 'C2', 'B' and 'B2' tests held in Region to the National Test Chair, including dates, examiners, candidates' names, birth dates, branch and marks in each phase.
8. National RA and HA/SA tests
- a. Notify 'RA', 'SA' and/or 'HA' candidates of application deadlines and assist with submitting Written A , 'RA', and 'SA/HA' applications by November 1 to National Test Chair.
 - b. Forward National Testing Fees, as established by the Board of Directors, and submitted by the candidates with their application forms, to the National Testing Chair.
 - c. Submit the names of National Examiners interested in being members of the 'A' written test marking panel, one month prior to test date.
 - d. Confirm 'RA' and 'HA' practical test location, if test is to be held in his Region, as early as possible, preferably by the April AGM.
 - e. Regions are required to provide on-site meals and local travel for the examiners. Accommodation, flights and off-site meals for 'RA' and 'SA/HA' examiners are the responsibility of National testing.
 - f. With assistance from the National Test Chair, organize National tests held in their Region, or appoint an official to represent the Region. The Regional Testing Chair has the responsibility to discuss any problems occurring in a test with the Senior Examiner during the test. The Senior Examiner is responsible for the compliance with all standards and requirements of the level being tested, with safety being a prime consideration.

iii. Regional Chair

1. Act as member of the Regional Testing Committee.

2. Invite the Regional Testing Chair to sit as a member of the Regional Committee.
3. In co-operation with the Regional Testing Chair, ensure that all records and all forms are sent to the National Testing Chair by November 1, with a copy to the National Office.
4. Sign Examiner forms for all newly recommended regionally approved National Examiners, if required.
5. In co-operation with the Regional Testing Committee, confirm just prior to regional test dates that examiners are available, and all test facilities are adequate and ready.
6. Arrange, in co-operation with the Regional Committee, uniform testing in the Region, from 'D' Level up to and including 'C2' Level Test.
7. In Regions with no C/D Testing Chair, share the applicable duties with the Regional Testing Chair.
8. In Regions with C/D Testing Chair, and in co-operation with the Regional Committee, ensure that all duties of the C/D Test Chair are fulfilled.

iv. District Commissioner

1. Ensure that members of the Branch Executive Committee, Branch Instructors and Members are kept fully informed regarding all testing information, including test dates, locations, etc.
2. Perform the duties of the Branch Test Representative if the branch does not have one.

v. Branch Test Representative

1. Ensure that all Branch Members are issued requirement sheets for the appropriate levels.
2. Application Forms for National Testing
Inform candidates of submission dates, fees, obligations, etc. Submit application forms to Regional Testing Chair.
3. Accompany Branch candidates to the B/B2 level tests, and observe the tests, or appoint another Branch official to represent the Branch.

K. WRITTEN/ORAL TESTS

1. Written tests should be written well ahead of the practical test, at least one month prior to the test date, if possible. Re-writes should be available for failed written tests. For regional tests, a minimum month from receipt of results is recommended and re-write should precede practical by one month. Region to determine when re-writes actually offered
2. Tests must be taken under supervision and without access to notes or other references.
3. Permission for a candidate to answer the test orally may be granted when it is ascertained on good authority that they have great difficulty expressing themselves in writing or are not sufficiently fluent in the English language. This pertains to all categories. A secretary must be provided.
4. Permission for a candidate to use a computer for the written test may be granted under certain circumstances. See "Computer Use" (below)
5. Written tests must be corrected and returned to the candidate as soon as possible. This will allow the candidate time to study weak areas.

6. Candidates at each level must achieve 65% or better in the written/oral test before proceeding to the practical test. Written/oral tests will be qualifying tests only. Scores will not be carried forward or included in the final marks of the test.
7. Candidates who have passed the written test have until the end of the following calendar year to present to the SM phase at B level and above. If the SM phase of the practical test is not attempted by this time, the candidate must take the written test again to be eligible to continue. The candidate need not rewrite before the RA is attempted.
8. Candidates who have passed the written test, then are unable to proceed to the practical phases due to candidate's or horse's illness or injury, should be included in the next possible testing.
9. Regions are required to use the written/oral tests provided by National to qualify for testing from 'D' Level up to and including 'B2' Level. 'A' Level written tests are organized by National Test Chair.

i. Computer Use In Pony Club Written Examinations

Under special circumstances, candidates may use computers in Pony Club written exams, subject to the following:

1. Who is Eligible to Use a Computer?
 - a. Candidates must have a ministry of education designation (or other similar designation from a government body or school) allowing the use of a computer in the classroom. If the candidate has graduated from school, he or she must have had a ministry designation while at school. Written proof of this designation must be provided to the appropriate Pony Club Testing Chair (for Regional Exams) or Branch Test Representative for Branch level exams.)
 - b. Other candidates may use computers at the discretion on the branch District Commissioner or Test Rep (for branch level tests) or the Regional Test Chair (for regional tests), taking in to account the needs of the candidate, the physical/computer facilities available and the computer expertise of the examiners and invigilators.
2. Computer Equipment
 - a. Candidates must supply their own computers, or at the option of the Testing Chair, use one supplied by the Branch.
 - b. Pony Club will inspect the computer and any other related equipment (e.g. USB flash storage devices) before, during and after the exam.
 - c. Computer keyboards must be quiet so as not to interfere with the other candidates' concentration.
 - d. Only one program, a word processor capable of saving Microsoft Word 2003 or .rtf files must be operating while the candidate is sitting the exam (excluding utility programs running in background, such as virus checkers and the operating system.) The only exception to this is if the candidate has a disability that precludes the use of a keyboard and needs specialized software for input.
 - e. Only one file, the file being used to record the candidate's answers, is allowed to be open.
 - f. Since the Pony Club often uses facilities borrowed or rented from other organizations, it cannot guarantee that there will be power available to plug in a computer. Candidates using computers are advised to have enough battery capacity to run the computer for the duration of the exam. If power is available, candidates wishing to plug in their computers are responsible for providing cords to bring power to a normal examination seating position.
2. Printing the Candidate's Answers
 - a. Either the candidate may bring a printer to the examination and print out her or his answers immediately upon completion or
 - b. The candidate may bring to the examination two empty USB flash storage devices and save a copy of the answers on each device (one is a backup.) The USB devices will be handed in at the end of the examination. Alternatively, the candidate may bring two blank CDs or DVDs and burn the examination answers on to these media if their computer is capable of so doing. An independent person designated by the Branch Test Representative (or the appropriate Regional Test Chair, if this is a Regional exam)

will print out the file, sign and date each page, and then give the printout to the appropriate person for marking. USB storage devices will be returned to the candidate later.

3. Other

- a. The candidate must ensure that each answer is associated with the question being asked, normally by including the question number and a few words from the question.
- b. An invigilator (e.g. a reader/writer) will be assigned to ensure these rules are followed.

L. MEMBERS REQUESTING TESTING IN OTHER COUNTRIES

1. The National Testing Committee and the Canadian Pony Club accept no responsibility for Canadian Pony Club members who apply for testing in other countries.
2. Such applications must be made through the Pony Club officials of the country in question, and the prospective candidate should be prepared to show written confirmation of their Canadian Pony Club standing, bearing the signatures of their home District Commissioner and Regional Chair.
3. The candidate must abide by the rules and regulations of the country in which they are being tested, and if successful, should be issued with the Efficiency Certificate or endorsement of that country, appropriate to the testing.
4. A certificate issued abroad to a member of the Canadian Pony Club must, on their return home, and indicating the desire to continue as a Canadian Pony Club member, be forwarded to the Regional Testing Chair of their home Region for recording and confirmation.
5. Candidates from other countries wishing to be tested in Canada, must abide by all testing rules and regulations of the Canadian Pony Club.

M. QUALIFICATIONS

To qualify for any national testing ('B', 'HB', 'RB', 'B-FR', 'B-SJ', 'B2', 'HB2', 'RB2', 'B2-FR', 'B2-SJ', 'SA', 'HA', 'RA', RA-FR or RA-SJ), a member must:

1. a) In the opinion of their branch instructor and the District Commissioner, be capable in all the requirements listed in the Testing Procedures, for the Level they are attempting.
b) Attend a mandatory evaluation prior to all practical phases of the national level B, B2, and 'A' tests.
2. B's must be 14 years of age or older and A's must be 16 years of age or older as of January 1st of the test year. The final year of the active member's eligibility for testing in the Canadian Pony Club is that in which they are 20 years old as of January 1st. The final year of the affiliate testing member's eligibility for testing in the Canadian Pony Club is that in which they are 24 years old as of January 1st.
3. Must have submitted an application form for each testing or re-testing, together with the approved testing fee. Testing fee need not be re-submitted if the candidate was unable to complete the previous testing due to illness, injury or urgent family matters.
4. All test candidates must meet the eligibility requirements outlined in the table IV. Levels.
5. Must be familiar with the Pony Club approved publications and applicable sections of the publications listed as recommended reading.
6. Must be in good standing at their Branch (i.e. fees paid, PSO #, etc.) and have reasonable attendance records. 'B', 'B2', 'HA' and 'RA' attendance as assistant instructors to count.
7. Must have passed the Written/Oral Test with 65% or better.

8. Must have submitted a copy of a current First Aid Certificate prior to the test. Minimum requirement for C2 and B level is St John Ambulance or Canadian Red Cross Emergency First Aid; for B2 and A level is St John Ambulance or Canadian Red Cross Standard First Aid. An equivalent course may be substituted provided the candidate can provide the "First Aid Equivalency Requirements" form signed by the course provider (CPC webpage-downloads-testing).
9. The candidate applying for any test which includes the phases 'RB', 'RB2' or 'RA' must have completed three (3) cross country courses either in a competition, clinic or lesson with a qualified coach, at the appropriate level.
10. HA and SA candidates must submit a completed CPC Mentor Form (CPC webpage – downloads - testing) by March 1, with their practical test fee.

N. TESTING PANELS

1. It is realized that it is sometimes difficult to arrange panels precisely as outlined in the following paragraphs. Nevertheless, those responsible for arranging panels are asked to adhere to the following guidelines as closely as possible.
2. It is preferred whenever possible within the Region, for 'B' and 'B2' tests, that at least one member of the examining panels be used as "continuing examiner" at various tests. The following people shall not serve on the testing panel:
 - a) candidate's family member, branch instructor, DC, Test Rep or any outside instructor who regularly teaches that candidate.
 - b) Regional Testing Chairman of the Region involved.
3. All 'B', 'B2', 'HA/SA' and 'RA' tests shall be conducted by a panel of approved National Examiners as follows: (These are minimum requirements)
 - a) 'B' Testing Panel
For 4 or less candidates, one Senior 'B' Examiner, one Regular 'B' Examiner, and one Basic 'B' Examiner.
 - b) 'B2' Testing Panel
For 4 or less candidates, one Regular 'A' or Basic 'A' Examiner, one Senior 'B' Examiner and one Regular 'B' Examiner.
For more than 4 candidates, at least one other 'B' Examiner of any classification should be added to the panel.
 - c) 'HA' and 'RA' Testing Panel
The Testing Panel must be comprised of at least three examiners to include the currently appointed Senior 'RA' and 'HA' Examiners. The HA panel must also include a EC course conductor so that the successful A members will be eligible to apply for their EC Level 1 Coach. The panel should also include at least one Regular or Basic 'A' Examiner (from the Region in which the test is located, if possible.) The third may be a Senior B.
In the event of several candidates, there should be a ratio of 1 examiner to 2 candidates.

Note: In All National Tests having the maximum number of candidates, it is strongly recommended to arrange for additional examiners, particularly for the Stable Management Phase.

4. Examiners should arrange to arrive at the location the evening before the test date. Prior to the test, the Senior Examiner should conduct a meeting with their panel and the chair of the Testing Committee. Procedures and scheduling should be discussed. The Senior Examiner should also arrange to meet with the candidates prior to the start of the test to discuss procedures and scheduling and to answer questions.
5. The panel is expected to share with the Senior Examiner the responsibility of completing and signing the Individual Test Record, Passports and/or Certificates before leaving the site.

6. At the conclusion of the testing, the panel should hold a discussion with the candidates and the candidate's representative to give explanation and encouragement. The Senior Examiner shall notify the candidate of their results.
7. The Senior Examiner will submit a report on the test to the National Testing Chairman.
8. All National Examiners must be familiar with the 2010 A/B TESTING PROCEDURE REQUIREMENTS FOR EXAMINERS, COACHES AND CANDIDATES.
9. Due to climatic conditions in the various regions, tests throughout Canada cannot be conducted in specific months. However, conducting of the tests, standards required and scoring of tests shall be uniform in all of the regions in which the tests are held.

O. REFERENCE BOOKS

This section is currently under review by the National Education Committee.

Candidates, instructors, examiners and all others concerned in preparing the candidates for testing and making arrangements for the tests, should be familiar with the following publications:

Required Reading for 'B', 'B2' & 'A' Levels

See Reading List in the current C/D Testing Procedures for all previous Required and Resource Reading materials.

REQUIRED READING LIST

- A/B Testing Procedures
- USPC AB Manual
- USPC Conformation & Unsoundness
- USPC Longeing
- USPC Bandaging
- Maximum Hoof Power, S. Hill
- Conditioning the Sport Horse, H. Clayton
- Vet Notes for Horse Owners (17th Edition), Hayes
- Horsemaster's Notebook (4th Ed.), Rose
Veterinary section not approved
- Know Your Horse, Codrington (1992)
- Saddlery, E. H. Edwards

RESOURCE READING LIST

- Practical Horseman magazine
- Equus magazine
- Thinking Riding Book 1
- Instructor's Handbook
- The DeNemethy Method
- Horse Gaits, Balance & Movement
- The Lamé Horse
- Anne Kursinski's Riding and Jumping
Clinic

Please note that these books are in addition to the C/D Reading List as found in the C/D Testing Procedures and the Education Handbook. Members are responsible for all reading material up to and including their current level.

Note: The resource list is made up of acceptable reading materials for extra information. Test questions will only be taken from the required reading list.

P. DRESS CODES FOR 'B' 'B2' 'HA' AND 'RA' LEVEL TESTS

Pony Club medical armband to be worn at all times. Pin and disc to be worn when candidate in formal attire. An approved helmet is to be worn, with harness secured, at all times while mounted or lungeing and be available during the teaching phase.

STABLE MANAGEMENT

- gloves available
- coveralls, work pants, jeans - clean and in good repair

- sweats not allowed
- footwear - work boots, paddock boots, cowboy boots - SAFE SHOES
- hair neatly tied back if necessary
- neat shirt - polo, shirt, sweater
- overall neat and workmanlike appearance

LUNGEING

- breeches
- riding or paddock boots
- polo shirt, short sleeves and collar, sweater optional
- gloves
- watch

TEACHING

- breeches
- riding boots
- short sleeves and collar, polo shirt, sweater or jacket optional
- have available spurs, crop and gloves

RIDING

- Flat and Stadium Jumping- As for showing - hacking jacket or black jacket. In either case, accompanying apparel must be correct and all clothing clean, in good repair, boots well polished, hats brushed. Hair tidy - wear a hair net if hair is long or curly.
- Cross Country - Long sleeves. It is strongly recommended that candidates wear a cross country safety vest.

PART 2 - B/B2 INFORMATION AND FORMS

A. TEST ARRANGEMENTS

1. Advance Arrangements
'B', 'B2' Test - Responsibility of the Regional Testing Chairman and Regional Testing Committee.
 - a) Date of Test
 - b) Location
 - c) Examiners Panel
 - d) Teaching -students
 - e) Candidates - Maximum of six candidates.

2. Accommodations and Stabling
Arrangements for required accommodation and stabling are the responsibility of the Regional Testing Committee and District Commissioner of Branch hosting the test. Cost is the responsibility of the candidate. Drinks and snacks for Examiners and candidates from other Branches or Regions are the responsibility of the Hosting Region, as are Examiner lunches. Arrangements for the payment of honorariums and transportation costs of the examiners are the shared responsibility of the Regional Testing Committees of the candidates tested.

B. TEST FACILITIES

i. Responsibility of Regional Testing Chair and Regional Testing Committee

1. For Stable Management:
 - a) Well lighted stable with sufficient stalls to accommodate the candidate's horses and a supply of fresh bedding.
 - b) Tack Room - examples of saddlery for recognition:
'B' Test - usual types of saddlery for recognition, commonly used girths, numnahs, etc. Brushing boots, bell boots, clothing.
'B2' Test - as above, and add double bridles for fitting and identification. Generally wider assortment of tack.
 - c) Lungeing Equipment -'B', 'B2' tests: Candidates should bring their own, however, as all do not have complete sets, it is advisable to have two complete sets available at the site. There must be an enclosed area for teaching and lungeing.
 - d) Feed Room - Good variety of feeds applicable to region, in sufficient amounts to identify weights and measure. Portable scales and measuring cans.
 - e) Farrier's Tools - One set, various types of regular shoes.
 - f) Veterinary - First Aid Kit or supplies.
 - g) Teaching - Warmed up students for the teaching sessions. B2's teach 2-4 students at the D1/ D2 level with D2 recommended. The students must be current Canadian Pony Club members.
Lesson topic to be delivered to candidates at least one week and not more than two weeks before test.

2. For Riding:
 - a) An area approximately 20 x 60 metres for 'B2' candidates, marked with dressage letters, and laid out on level ground. 'B' candidates may be tested in an approximately 20 x 40 metre ring or a 20 by 60 ring, marked with dressage letters, and laid out on level ground.
 - b) Sufficient poles, standards and fillers to build a proper course for the level - approximately 8 fences
'B' Test:

Gymnastic:Stadium Course Fences: Height: 3'6" Width 3'6"Cross Country: Four to five cross-country fences at the pre-training level 3', including a ditch, a drop and a bank if possible, with room to gallop. May ride through water but not jump into water.Restrictions: NO BOUNCE COMBINATIONS**'B2' Test:**Gymnastic:Stadium Fences: Height 3'9" Width 3'9"Cross Country: Obstacles: Existing fences at training level 3' 3" over changing terrain with room to gallop. If available: jumping into water, ride a combination fence.Restrictions: NO BOUNCE COMBINATIONS3. General

- a) Person or persons to 'call' the Flat Riding test (if candidate or examiners request)
- b) Crew to assist in setting up jump courses.
- c) Testing Materials: Candidates' application forms for the examiners to review and sign; work sheets, individual record sheets, certificates, if used by Region, discs (B). Clipboards and pens. Writers (if requested).

*ii. Responsibility of Candidates*1. **A horse(s) capable of the requirements of the test. It must be agreed that other candidates may ride it or them.**

Two horses may be used at B, B2 tests, one for flat and the other for stadium and X-C, in the following circumstances, and under these conditions. Approval for the use of two horses must come from the District Commissioner and the Regional Test Chair. If two horses are used, they should be horses regularly used by the candidate over a period of time (e.g. 6 weeks). The candidate must provide an assistant for the extra horse and the horse must come with its own tack. The assistant cannot be the coach or parent of the candidate. The assistant may lunge or warm-up the horse at the walk and trot on the flat just prior to the jumping phase. The assistant is not to school the horse. In no way should the testing be held up because of the use of two horses. Horses must be at least 5 years old. No stallions are allowed.

2. Complete set of tack, as usually worn by the above horse. 'B2' candidates should bring both snaffle and double bridles.
3. Complete, clean grooming kit. Materials for braiding.
4. Adequate supply of clean bandages and sufficient cottons to properly demonstrate the bandages required at the test level.
5. Stable tools, e.g. manure fork, shovel, broom or rake, etc.
6. Lungeing Tack
B - bridle, reins, saddle with stirrups, side reins (attached to saddle but not to be attached to the bit during lungeing at B level). Whip of suitable length. Lunge line of correct length and safe material (no chain). Saddle with stirrups safely secured. Boots fore and hind plus front bell boots. Surcingle and lungeing cavesson optional. Bridle noseband may be removed if using a cavesson.

B2 - as above, use of side reins mandatory.
7. Veterinary First Aid Kit: may include syringe (for flushing) provided no needles present.

8. Turnout: Braiding required for B and B2. Braiding must be done by the candidate.

Tack Required for Flat Phases of 'B' and 'B2': Snaffle Bridle with preference of noseband (i.e. dropped or figure eight). Bit must be one approved by the current EC dressage rules. Unapproved bits may be used at the candidate's discretion with the understanding that the candidate will be expected to competently discuss with the examiners the reasons for their choice of bit and why an approved bit could not do the same job. Candidates must keep in mind that an alternate rider will ride the horse in this tack.

Tack for the jumping phase will be taken from the current EC Rules from the Jumper Division. (Standing or running martingales are allowed for B and B2 candidates only) Tack for the Cross-country phase will be taken from the current EC Rules for Combined Training (only unrestricted martingales allowed with suitable martingale stops on reins, gags and hackamores are allowed. Wire snaffles are prohibited.)

9. **Candidate's Assistant for C2 - A Tests**

A candidate will be allowed an assistant at a testing provided that the following criteria and rules are followed:

- a) The assistant must be a current Canadian Pony Club member. (for insurance purposes)
- b) The assistant must be at least one level below the level being tested. i.e. a C2 candidate trying their B test, may use an assistant who is C2 or lower.
- c) The assistant cannot be a parent or coach.
- d) The assistant must be neatly attired as for stable management, including a medical armband.
- e) The assistant may not perform any tasks on which the candidate is being examined, including:
 - i. braid the horse
 - ii. do the initial grooming
 - iii. clean the tack
 - iv. bandage the horse
- f) The assistant's main job is to serve as a horse holder and a gofer. The assistant may perform tasks such as:
 - i. holding the horse while the candidate is braiding or bandaging
 - ii. running back to the barn for forgotten articles
 - iii. holding the horse while the rider puts on their spurs
 - iv. taking the stadium and/or cross country equipment to a convenient location and holding the horse while the rider makes the adjustments and additions
 - v. giving the rider a leg up and a last minute dusting of the boots and legs
 - vi. assisting with changing the gymnastic, stadium course set up and putting back fences that have been knocked down.

Assistants who do not meet the criteria will be asked to leave the test site. Assistants performing tasks not allowed under the rules, will be asked to leave and the candidate may lose marks in the appropriate section of the test.

C. CONDUCTING THE TESTS

1. The 'B' Test is one to two consecutive days in duration, depending on numbers of candidates.

The 'B2' Test is one to two consecutive days in duration. Because this test demands greater depth of knowledge, as well as including lungeing and teaching phases, it should be arranged, depending on number of candidates and examiners, to either begin very early in the day, or possibly cover lungeing and teaching, or parts of the Stable Management phase the day before. The HB2 test consists of Phase 1 (Stable Management), Phase 3 (Teaching) and Phase 4 (Lungeing) of the B2 test. The RB2 test consists of Phase 2 – Section 1 (Riding on the Flat) and Phase 2 – Section 2 (Riding over Fences) of the B2 test. Members are encouraged to take the complete B2 test unless lack of a horse or injury

prevents this.

2. **Candidates failing the test:**

B and B2 candidates who fail to receive 65% or better in a phase or section, need only retake the phase or section that they did not pass. They must reapply and pay the appropriate fees.

'B' and 'B2' candidates are required to wait a minimum of 60 days before retrying the test. No 'B' candidate or above may test more than two levels in one calendar year.

3. Stable Management phase should precede the Riding phase.

4. Phase 1 - Stable Management

Candidates will be required to both demonstrate and by oral questions and discussions, indicate their efficiency and knowledge in all subjects according to the requirements of the test level.

'B' candidates will lunge a schooled horse (their own horse or one provided by the candidate) for exercise with attention to fitting of equipment and handling of line and whip. Candidates will lunge for approximately 10 minutes.

'B2' Lungeing – see Phase 4

Phase 2 – Section 1 – Riding on the Flat

Individual Flat Riding tests must be used for 'B' and 'B2' tests. The current Canadian Pony Club Flat Ride is located in the Testing Procedures

Phase 2 – Section 2 – Riding Over Fences

Examining panel should arrange the course design with the jump crew in advance. Panel should confirm heights, spreads, etc. Panel should also check out the available cross country jumps and courses to be followed.

A safety oriented tack check will occur before the start of Phase 2, Section 2.

Phase SJ – Stadium Jumping (SJ Stream ONLY)

Examining panel should arrange the course design with the jump crew in advance. Panel should confirm heights, spreads, etc. There is no cross country component.

A full tack check will take place.

Alternate Horse

Candidates will be required to change horses, after the flat ride and again after stadium jumping over a lowered course. - Candidate will be allowed to use the same equipment as the horse's primary rider

Critique

Candidate may be required to critique any or all aspects of their Riding Sections.

Phase 3 - Teaching:

'B2' Only - The Senior Examiner selects several "mounted" lessons. Candidates will be sent their randomly assigned topic at least 1 week prior and not more than two weeks before the test.

B2's teach 2-4 students at the D1 or D2 level, D2's recommended

The students must be current Canadian Pony Club members.

Phase 4 - Lungeing:

'B2' Only - candidates will be asked to identify equipment, its use and fitting. They are required to give a brief lungeing demonstration exercising a trained horse (preferably their own horse) to show improvement. Candidates will lunge for approximately 10 - 15 minutes.

'B' Lungeing – within Phase 1 Stable Management

5. A Candidate Evaluation Form (see Part 4) will be distributed to the candidate after the test to help in maintaining consistency in testing standards.

D. WHAT THE EXAMINERS WILL LOOK FOR

TO ALL CANDIDATES - Prepare yourself to the best of your ability. Read the three pages, **Part 2, VIII. Fact Sheet for B/B2 Candidates** found at the end of this part, for a general outline of what is required. Also read **the Requirements for Examiners Coaches and Candidates 2010** available for download from the CPC national website. The Requirements outline what the examiners will expect of you for each part of the test. Study both documents carefully. Keep in mind that the test is to be regarded as another step forward in your quest to become an accomplished member of the equestrian community.

Examiners are there to pass you and find out what you do know, not what you do not know. Accept their decisions with good grace.

E. APPLICATION FORMS

The current 'B' TEST APPLICATION FORM and the 'B2' TEST APPLICATION FORM are available in the "download" section on the CPC National website.

F. FLAT RIDES
i. 'B' FLAT RIDE

To be ridden in a snaffle bridle, in a 20 x 60 OR 20 x 40 ring if necessary.
All trots to be executed sitting unless otherwise stated.

1.	A X	Enter at working trot. Halt. Salute. Proceed at working trot (rising).
2.	C HXF F	Track left. Change rein and lengthen stride (rising). Working trot.
3.	A D	Turn down centre line Leg yield to the wall by H.
4.	C	Circle right 15 m. in diameter. Continue at working trot.
5.	MXK K	Change rein and lengthen stride (rising). Working trot.
6.	A D	Turn down centre line Leg yield to the wall by M.
7.	C CHE	Circle left 15 m in diameter Working trot.
8.	E Before E	Circle left 20 m rising trot, allowing the horse to stretch forward and downward. Shorten reins Working trot.
9.	A FE E	Medium walk Free walk Medium walk
10.	H C	Working trot Working canter
11.	C	Circle right 20 m
12.	MF F	Lengthen stride Working canter
13.	KXM X	Change rein Change of lead through trot
14.	C	Circle left 20 m
15.	HK K	Lengthen stride Working canter
16.	FXH X	Change rein Change lead through trot
17.	H CA A	Working trot Serpentine 5 loops wall to wall (3 if in short ring) Working trot
18.	K E	Walk Halt. Quit stirrups. Continue at working trot.
19.	C C	Working canter 20 m circle
20.	B A X G	Working trot. Turn down center line Walk Halt. Salute.

ii. 'B2' FLAT RIDE

To be ridden in a snaffle bridle, in a 20 x 60 ring.
All trots to be performed sitting unless otherwise stated

1.	A X	Enter at working trot Halt. Salute. Proceed in working trot
2.	C MXK K	Track right Lengthen stride (rising) Working trot
3.	FB B	Collected trot Circle 10m
4.	BM MH	Shoulder-in Working trot
5.	HXF F	Lengthen stride Working trot
6.	KE E	Collected trot Circle 10 m in diameter
7.	EH H	Shoulder-in Collected trot
8.	C	Halt. Rein back 3 to 4 steps, proceed medium walk
9.	M Between G & H	Turn right Shorten stride and half pirouette right, proceed in medium walk
10.	Between G & M H	Shorten stride and half pirouette left, proceed medium walk Turn left
11.	HS SF FA	Medium walk Free walk Medium walk
12.	Before A A	Shorten the stride in walk Working canter directly into circle 15 m
13.	KS S	Lengthen stride Working canter
14.	C	Serpentine 3 loops wall to wall with change of leg through walk on centre line
15.	KLB BM M	Change rein Counter canter Medium walk
16.	Before C C	Shorten the stride in walk Working canter directly into circle 15 m
17.	HV V K	Lengthen stride Working canter Working trot
18.	A F	Walk. Halt. Quit stirrups. Proceed a working trot
19.	B R	Circle 15 m Working canter
20.	C	Circle 15 m
21.	H S I G	Working trot Turn left Turn left Halt. Salute.

G. OFFICIAL WORKSHEETS

'B' LEVEL WORKSHEET

**PHASE 1
STABLE MANAGEMENT**

Maximum = 125 points (pass = 81.25 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME:	Value				
Turn Out Armband.	5				
<u>Stall & Stable</u> Ventilation, light, drainage, flooring. Manure disposal. Shelters, watering systems.	10				
<u>Grooming</u> Pulling, clipping, trimming. Braiding the mane. Specific purposes.	10				
<u>Feeding Principles</u> Vitamins & minerals. Nutrients. Balancing a ration. Under varied work conditions. Recognition, energy & protein content.	10				
<u>Teeth</u> Care, action. Age young horses, handling. Problems.	10				
<u>Foot & Shoeing</u> Structure (interior & exterior). Care. Shoeing procedures, types of shoes.	10				
<u>Conformation</u> Balance & proportion. Good and bad points. Relate to unsoundness. Lower limb structure.	10				
<u>Unsoundnesses</u> Location, causes, symptoms. Common ailments.	10				
<u>Vet and First Aid</u> First aid kit, take TPR. Preventative health program for own horse. Types of parasite.	10				
<u>Bandaging</u> Tail. Limb first aid (wounds). Neat, efficient, safe.	10				
<u>Saddlery</u> Purpose, care, knowledge and fit of snaffle bridles, saddles, blankets, boots, etc.	10				
<u>Lungeing</u> Exercise own horse, 10 min. Condition and fit of equipment.	10				
<u>Lungeing</u> Handling of line and whip. Technique.	10				
TOTAL POINTS	125				

'B' LEVEL WORKSHEET

**PHASE 2 – Section 1 RF
RIDING ON THE FLAT**

Maximum = 135 points (pass = 87.75 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME:	Value				
<u>Turn Out</u>	10				
<u>Preparation</u> Practical (warm-up) Knowledge & critique.	15				
<u>Position</u> & independent seat Walk, trot, and canter paces.	20				
Riders rhythm, balance and harmony with horse	5				
<u>Effectiveness</u> Use, timing and coordination of aids	10				
<u>Effectiveness</u> Ability to ride forward on contact through all paces and movements	10				
<u>Effectiveness</u> Ability to ride forward on long rein. Release at trot	5				
<u>Transitions</u> General transitions between gaits	10				
<u>Transitions</u> Special: change of leg through trot	5				
<u>Transitions</u> All halts	5				
<u>Movements</u> Lengthen stride including transitions within the gait	10				
<u>Movements</u> Circles, turns, loops.	10				
<u>Movements</u> Leg Yield at Trot	10				
Alternate horse flat	10				
TOTAL POINTS	135				

'B' LEVEL WORKSHEET**PHASE 2 – Section 2 O/F
RIDING OVER FENCES**

Maximum = 80 points (pass = 52 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME	Value				
<u>Turn Out</u> for gymnastics and stadium	Check (not marked)				
<u>GYMNASTICS</u> Rider's Position – lower leg secure, heel down, suitable release, correct body position, eyes ahead. Work without stirrups- able to post trot & jump small fences, showing a secure lower leg.	10				
<u>GYMNASTICS</u> Exercise – good approach, straightness, rhythm and balance, harmony with horse, knowledge demonstrated.	10				
<u>STADIUM</u> Position as for gymnastics plus showing effective use of aids to maintain a forward, balanced and supported horse.	10				
<u>STADIUM</u> Presentation – suitable pace, good distances to fences, correct leads, smooth changes, balanced turns, good lines and use of space.	10				
<u>STADIUM</u> Alternate horse – tactful, confident ride. Supportive. Horse shows no anxiety or discomfort.	10				
<u>CROSS COUNTRY</u> Turnout	Check (not marked)				
<u>CROSS COUNTRY</u> Position – appropriate changes from stadium position. Appropriate changes from gallop to approach for a variety of fences. Effective use of aids, especially for control and in turns.	10				
<u>CROSS COUNTRY</u> Pace and presentation, rhythm and balance. Horse well in front of leg, fences well met and jumped out of stride, appropriate changes for a variety of fences.	10				
<u>CRITIQUE</u> Self assessment of the jumping including gymnastics, stadium, cross country and alternate.	10				
TOTAL POINTS	80				

'B' LEVEL WORKSHEET

**PHASE SJ
STADIUM JUMPING ONLY**

Maximum = 60 points (pass = 39 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME	Value				
<u>Turn Out</u> for gymnastics and stadium	Check (not marked)				
<u>GYMNASTICS</u> Rider's Position – lower leg secure, heel down, suitable release, correct body position, eyes ahead. Work without stirrups- able to post trot & jump small fences, showing a secure lower leg.	10				
<u>GYMNASTICS</u> Exercise – good approach, straightness, rhythm and balance, harmony with horse, knowledge demonstrated.	10				
<u>STADIUM</u> Position as for gymnastics plus showing effective use of aids to maintain a forward, balanced and supported horse.	10				
<u>STADIUM</u> Presentation – suitable pace, good distances to fences, correct leads, smooth changes, balanced turns, good lines and use of space.	10				
<u>STADIUM</u> Alternate horse – tactful, confident ride. Supportive. Horse shows no anxiety or discomfort.	10				
<u>CRITIQUE</u> Self assessment of the jumping including gymnastics, stadium, and alternate.	10				
TOTAL POINTS	60				

'B2' LEVEL WORKSHEET

**PHASE 1
STABLE MANAGEMENT**

Maximum = 105 points (pass = 68.25 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME:	Value				
<u>Turn Out</u> – Armband	5				
<u>Stall & Stable</u> Construction and safe setup. Stable vices. Pasture maintenance, poisonous plants.	10				
<u>Feeding Principles</u> Feeding a sick horse, poor feeding habits. Watering. Storage, ingredients, nutrient composition, vitamins/ minerals. Cost.	10				
<u>Teeth</u> Aging, handling. Tables, shape, features, etc.	10				
<u>Foot & Shoeing</u> Good/bad shoeing. Diseases of foot, structural changes, corrective shoeing, types of shoes.	10				
<u>Conformation</u> Relate to function, movement and unsoundness. Skeletal system.	10				
<u>Unsoundness</u> Location, causes, treatments and prognosis of wind, limb, eye.	10				
<u>Vet and First Aid</u> Diseases, causes, symptoms, treatments and prevention. Vital signs. Life cycle of parasites.	10				
<u>Bandaging</u> Shipping, , first aid. Technique and purposes.	10				
<u>Saddlery</u> Care, knowledge and fitting of various bridles including double bridle, gag, hackamore. Bit evasions, nosebands. Saddle fit.	10				
TOTAL POINTS	105				

'B2' LEVEL WORKSHEET

**PHASE 2 – Section 1 RF
RIDING ON THE FLAT**

Maximum = 160 points (pass = 104 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME:	Value				
Turn Out	10				
<u>Preparation</u> Practical (warm-up) Knowledge & critique.	15				
<u>Position</u> & independent seat Walk, trot, and canter paces.	20				
Riders rhythm, balance and harmony with horse.	5				
<u>Effectiveness</u> Use, timing and coordination of aids.	10				
Ability to ride forward on contact through all paces and movements.	10				
<u>Transitions</u> General transitions between gaits.	10				
Special: change of leg through walk.	10				
All halts and the rein back.	10				
<u>Movements</u> Lengthen stride including transitions within the gait.	10				
Circles, turns, loops.	10				
Shoulder in.	10				
Half pirouette at walk.	10				
Counter canter.	5				
Alternate horse flat.	15				
TOTAL POINTS	160				

'B' LEVEL WORKSHEET**PHASE 2 – Section 2 O/F
RIDING OVER FENCES**

Maximum = 80 points (pass = 52 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME:	Value				
<u>Turn Out</u> for gymnastics and stadium	Check (not marked)				
<u>GYMNASTICS</u> Rider's Position – lower leg secure, heel down, suitable release, correct body position, eyes ahead. Work without stirrups- able to post trot & jump small fences, showing a secure lower leg.	10				
<u>GYMNASTICS</u> Exercise – good approach, straightness, rhythm and balance, harmony with horse, knowledge demonstrated.	10				
<u>STADIUM</u> Position as for gymnastics plus showing effective use of aids to maintain a forward, balanced and supported horse.	10				
<u>STADIUM</u> Presentation – suitable pace, good distances to fences, correct leads, smooth changes, balanced turns, good lines and use of space.	10				
<u>STADIUM</u> Alternate horse – tactful, confident ride. Supportive. Horse shows no anxiety or discomfort.	10				
<u>CROSS COUNTRY</u> Turnout	Check (not marked)				
<u>CROSS COUNTRY</u> Position – appropriate changes from stadium position. Appropriate changes from gallop to approach for a variety of fences. Effective use of aids, especially for control and in turns.	10				
<u>CROSS COUNTRY</u> Pace and presentation, rhythm and balance. Horse well in front of leg, fences well met and jumped out of stride, appropriate changes for a variety of fences.	10				
<u>CRITIQUE</u> Self assessment of the jumping including gymnastics, stadium, cross country and alternate.	10				
TOTAL POINTS	80				

'B2' LEVEL WORKSHEET

**PHASE 3
TEACHING**

Maximum = 45 points (pass = 29 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME:	Value				
<u>Teaching</u> Turnout.	5				
<u>Delivery</u> Arena check. Safety check. Introduction, warm-up, explanation, demonstration, practice, cool-down & conclusion. Use of voice.	20				
<u>Knowledge & Effectiveness</u> Lesson plan & subject knowledge. Appropriate exercises & corrections.	20				
TOTAL POINTS	45				

'B2' LEVEL WORKSHEET PHASE 4 LUNGEING

Maximum = 60 points (pass = 39 or 65%)

CANDIDATE'S NAME:	Value				
<u>Turnout</u> Armband.	5				
<u>Equipment</u> Condition and fit of equipment. Line, whip, boots, saddle (stirrups secured), bridle (reins secured), cavesson & surcingle optional. Fit and use of side reins	10				
<u>Knowledge:</u> Theory. Assessment of horse. Plan. Exercises for improvement.	15				
<u>Technique & Effectiveness</u> Handling of line and whip. Voice. Control.	30				
TOTAL POINTS	60				

'B2' LEVEL WORKSHEET

**PHASE SJ
STADIUM JUMPING ONLY**

Maximum = 60 points (pass = 39 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME:	Value				
<u>Turn Out</u> for gymnastics and stadium	Check (not marked)				
<u>GYMNASTICS</u> Rider's Position – lower leg secure, heel down, suitable release, correct body position, eyes ahead. Work without stirrups- able to post trot & jump small fences, showing a secure lower leg.	10				
<u>GYMNASTICS</u> Exercise – good approach, straightness, rhythm and balance, harmony with horse, knowledge demonstrated.	10				
<u>STADIUM</u> Position as for gymnastics plus showing effective use of aids to maintain a forward, balanced and supported horse.	10				
<u>STADIUM</u> Presentation – suitable pace, good distances to fences, correct leads, smooth changes, balanced turns, good lines and use of space.	10				
<u>STADIUM</u> Alternate horse – tactful, confident ride. Supportive. Horse shows no anxiety or discomfort.	10				
<u>CRITIQUE</u> Self assessment of the jumping including gymnastics, stadium, and alternate.	10				
TOTAL POINTS	60				

H. INDIVIDUAL RECORD SHEETS

CANADIAN PONY CLUB

'B' INDIVIDUAL TEST RECORD



An overall rating of 65% is required in each of the Phases and Sections. Examiners work independently in Phase I (Stable Management), but express a combined opinion of the candidate's ability in Phase II and Phase SJ. Examiners are asked to complete one copy of this form per candidate at the conclusion of the testing, and are reminded that constructive criticism of a candidate's performance is most helpful. Completed forms should be returned to the Candidate.

CANDIDATE'S NAME		AGE
BRANCH & REGION		DATE

'B' INDIVIDUAL TEST RECORD

**PHASE 1
STABLE MANAGEMENT**

Maximum = 125 points (pass = 81.25 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME:	Value	
<u>Turn Out</u> Armband.	/5	
<u>Stall & Stable</u> Ventilation, light, drainage, flooring. Manure disposal. Shelters, watering systems.	/10	
<u>Grooming</u> Pulling, clipping, trimming. Braiding the mane. Specific purposes.	/10	
<u>Feeding Principles</u> Vitamins & minerals. Nutrients. Balancing a ration. Under varied work conditions. Recognition, energy & protein content.	/10	
<u>Teeth</u> Care, action. Age young horses, handling. Problems.	/10	
<u>Foot & Shoeing</u> Structure (interior & exterior). Care. Shoeing procedures, types of shoes.	/10	
<u>Conformation</u> Balance & proportion. Good and bad points. Relate to unsoundness. Lower limb structure.	/10	
<u>Unsoundnesses</u> Location, causes, symptoms. Common ailments.	/10	
<u>Vet and First Aid</u> First aid kit, take TPR. Preventative health program for own horse. Types of parasite.	/10	
<u>Bandaging</u> Tail. Limb first aid (wounds). Neat, efficient, safe.	/10	
<u>Saddlery</u> Purpose, care, knowledge and fit of snaffle bridles, saddles, blankets, boots, etc.	/10	
<u>Lungeing</u> Exercise own horse, 10 min. Condition and fit of equipment.	/10	
<u>Lungeing</u> Handling of line and whip. Technique.	/10	
TOTAL POINTS		/125 = ____ %

'B' INDIVIDUAL TEST RECORD

**PHASE 2 – Section 1 RF
RIDING ON THE FLAT**

Maximum = 135 points (pass = 87.75 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME:	Value	
<u>Turn Out</u>	/10	
<u>Preparation</u> Practical (warm-up) Knowledge & critique.	/15	
<u>Position</u> & independent seat Walk, trot, and canter paces.	/20	
Riders rhythm, balance and harmony with horse	/5	
<u>Effectiveness</u> Use, timing and coordination of aids	/10	
<u>Effectiveness</u> Ability to ride forward on contact through all paces and movements	/10	
<u>Effectiveness</u> Ability to ride forward on long rein. Release at trot	/5	
<u>Transitions</u> General transitions between gaits	/10	
<u>Transitions</u> Special: change of leg through trot	/5	
<u>Transitions</u> All halts	/5	
<u>Movements</u> Lengthen stride including transitions within the gait	/10	
<u>Movements</u> Circles, turns, loops.	/10	
<u>Movements</u> Leg Yield at Trot	/10	
Alternate horse flat	/10	
TOTAL POINTS		/135 = ____%

'B' INDIVIDUAL TEST RECORD

**PHASE 2 – Section 2 O/F
RIDING OVER FENCES**

Maximum = 80 points (pass = 52 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME	Value	
<u>Turn Out</u> for gymnastics and stadium	Check (not marked)	
<u>GYMNASTICS</u> Rider's Position – lower leg secure, heel down, suitable release, correct body position, eyes ahead. Work without stirrups- able to post trot & jump small fences, showing a secure lower leg.	/10	
<u>GYMNASTICS</u> Exercise – good approach, straightness, rhythm and balance, harmony with horse, knowledge demonstrated.	/10	
<u>STADIUM</u> Position as for gymnastics plus showing effective use of aids to maintain a forward, balanced and supported horse.	/10	
<u>STADIUM</u> Presentation – suitable pace, good distances to fences, correct leads, smooth changes, balanced turns, good lines and use of space.	/10	
<u>STADIUM</u> Alternate horse – tactful, confident ride. Supportive. Horse shows no anxiety or discomfort.	/10	
<u>CROSS COUNTRY</u> Turnout	Check (not marked)	
<u>CROSS COUNTRY</u> Position – appropriate changes from stadium position. Appropriate changes from gallop to approach for a variety of fences. Effective use of aids, especially for control and in turns.	/10	
<u>CROSS COUNTRY</u> Pace and presentation, rhythm and balance. Horse well in front of leg, fences well met and jumped out of stride, appropriate changes for a variety of fences.	/10	
<u>CRITIQUE</u> Self assessment of the jumping including gymnastics, stadium, cross country and alternate.	/10	
TOTAL POINTS		/80 = ____%

'B' INDIVIDUAL TEST RECORD

**PHASE SJ
STADIUM JUMPING ONLY**

Maximum = 60 points (pass = 39 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME	Value	
<u>Turn Out</u> for gymnastics and stadium	Check (not marked)	
<u>GYMNASTICS</u> Rider's Position – lower leg secure, heel down, suitable release, correct body position, eyes ahead. Work without stirrups- able to post trot & jump small fences, showing a secure lower leg.	/10	
<u>GYMNASTICS</u> Exercise – good approach, straightness, rhythm and balance, harmony with horse, knowledge demonstrated.	/10	
<u>STADIUM</u> Position as for gymnastics plus showing effective use of aids to maintain a forward, balanced and supported horse.	/10	
<u>STADIUM</u> Presentation – suitable pace, good distances to fences, correct leads, smooth changes, balanced turns, good lines and use of space.	/10	
<u>STADIUM</u> Alternate horse – tactful, confident ride. Supportive. Horse shows no anxiety or discomfort.	/10	
<u>CRITIQUE</u> Self assessment of the jumping including gymnastics, stadium, and alternate.	/10	
TOTAL POINTS		/60 = ____ %

CANADIAN PONY CLUB

'B2' INDIVIDUAL TEST RECORD



An overall rating of 65% is required in each of the Phases and Sections. Examiners work independently in Phase I (Stable Management), but express a combined opinion of the candidate's ability in Phases II, III, IV and SJ. Examiners are asked to complete one copy of this form per candidate at the conclusion of the testing, and are reminded that constructive criticism of a candidate's performance is most helpful. Completed forms should be returned to the Candidate.

CANDIDATE'S NAME		AGE
BRANCH & REGION		DATE

NAME _____

'B2' INDIVIDUAL TEST RECORD SUMMARY SHEET

		Meets the Standard	Does Not Meet the Standard
STABLE MANAGEMENT	_____ /105 = _____ %	<input type="checkbox"/>	<input type="checkbox"/>
TEACHING	_____ /45 = _____ %	<input type="checkbox"/>	<input type="checkbox"/>
LUNGEING	_____ /60 = _____ %	<input type="checkbox"/>	<input type="checkbox"/>
RIDING ON THE FLAT	_____ /160 = _____ %	<input type="checkbox"/>	<input type="checkbox"/>
RIDING OVER FENCES	_____ /80 = _____ %	<input type="checkbox"/>	<input type="checkbox"/>
STADIUM JUMPING ONLY	_____ /60 = _____ %	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL		<input type="checkbox"/>	<input type="checkbox"/>

GENERAL COMMENTS	_____	

	Name (Please print)	Signature
SENIOR EXAMINER	_____	
EXAMINER	_____	
EXAMINER	_____	
EXAMINER	_____	
Date	_____	

'B2' INDIVIDUAL TEST RECORD

**PHASE 1
STABLE MANAGEMENT**

Maximum = 105 points (pass = 68.25 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME:	Value	
<u>Turn Out</u> – Armband	/5	
<u>Stall & Stable</u> Construction and safe setup. Stable vices. Pasture maintenance, poisonous plants.	/10	
<u>Feeding Principles</u> Feeding a sick horse, poor feeding habits. Watering. Storage, ingredients, nutrient composition, vitamins/minerals. Cost.	/10	
<u>Teeth</u> Aging, handling. Tables, shape, features, etc.	/10	
<u>Foot & Shoeing</u> Good/bad shoeing. Diseases of foot, structural changes, corrective shoeing, types of shoes.	/10	
<u>Conformation</u> Relate to function, movement and unsoundness. Skeletal system.	/10	
<u>Unsoundness</u> Location, causes, treatments and prognosis of wind, limb, eye.	/10	
<u>Vet and First Aid</u> Diseases, causes, symptoms, treatments and prevention. Vital signs. Life cycle of parasites.	/10	
<u>Bandaging</u> Shipping, , first aid. Technique and purposes.	/10	
<u>Saddlery</u> Care, knowledge and fitting of various bridles including double bridle, gag, hackamore. Bit evasions, nosebands. Saddle fit.	/10	
TOTAL POINTS		/105 = ____ %

'B2' INDIVIDUAL TEST RECORD

**PHASE 2 – Section 1 RF
RIDING ON THE FLAT**

Maximum = 160 points (pass = 104 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME:	Value	
Turn Out	/10	
<u>Preparation</u> Practical (warm-up) Knowledge & critique.	/15	
<u>Position</u> & independent seat Walk, trot, and canter paces.	/20	
Riders rhythm, balance and harmony with horse.	/5	
<u>Effectiveness</u> Use, timing and coordination of aids.	/10	
Ability to ride forward on contact through all paces and movements.	/10	
<u>Transitions</u> General transitions between gaits.	/10	
Special: change of leg through walk.	/10	
All halts and the rein back.	/10	
<u>Movements</u> Lengthen stride including transitions within the gait.	/10	
Circles, turns, loops.	/10	
Shoulder in.	/10	
Half pirouette at walk.	/10	
Counter canter.	/5	
Alternate horse flat.	/15	
TOTAL POINTS		/160 = ____%

'B2' INDIVIDUAL TEST RECORD**PHASE 2 – Section 2 O/F
RIDING OVER FENCES**

Maximum = 80 points (pass = 52 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME:	Value	
<u>Turn Out</u> for gymnastics and stadium	Check (not marked)	
<u>GYMNASTICS</u> Rider's Position – lower leg secure, heel down, suitable release, correct body position, eyes ahead. Work without stirrups- able to post trot & jump small fences, showing a secure lower leg.	/10	
<u>GYMNASTICS</u> Exercise – good approach, straightness, rhythm and balance, harmony with horse, knowledge demonstrated.	/10	
<u>STADIUM</u> Position as for gymnastics plus showing effective use of aids to maintain a forward, balanced and supported horse.	/10	
<u>STADIUM</u> Presentation – suitable pace, good distances to fences, correct leads, smooth changes, balanced turns, good lines and use of space.	/10	
<u>STADIUM</u> Alternate horse – tactful, confident ride. Supportive. Horse shows no anxiety or discomfort.	/10	
<u>CROSS COUNTRY</u> Turnout	Check (not marked)	
<u>CROSS COUNTRY</u> Position – appropriate changes from stadium position. Appropriate changes from gallop to approach for a variety of fences. Effective use of aids, especially for control and in turns.	/10	
<u>CROSS COUNTRY</u> Pace and presentation, rhythm and balance. Horse well in front of leg, fences well met and jumped out of stride, appropriate changes for a variety of fences.	/10	
<u>CRITIQUE</u> Self assessment of the jumping including gymnastics, stadium, cross country and alternate.	/10	
TOTAL POINTS		/80 = ____ %

'B2' INDIVIDUAL TEST RECORD

**PHASE 3
TEACHING**

Maximum = 45 points (pass = 29 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME:	Value	
<u>Teaching Turnout.</u>	/5	
<u>Delivery</u> Arena check. Safety check. Introduction, warm-up, explanation, demonstration, practice, cool-down & conclusion. Use of voice.	/20	
<u>Knowledge & Effectiveness</u> Lesson plan & subject knowledge. Appropriate exercises & corrections.	/20	
TOTAL POINTS		/45 = ____%

'B2' INDIVIDUAL TEST RECORD PHASE 4 LUNGEING

Maximum = 60 points (pass = 39 or 65%)

CANDIDATE'S NAME:	Value	
<u>Turnout Armband.</u>	/5	
<u>Equipment</u> Condition and fit of equipment. Line, whip, boots, saddle (stirrups secured), bridle (reins secured), cavesson & surcingle optional. Fit and use of side reins	/10	
<u>Knowledge:</u> Theory. Assessment of horse. Plan. Exercises for improvement.	/15	
<u>Technique & Effectiveness</u> Handling of line and whip. Voice. Control.	/30	
TOTAL POINTS		/60 = ____%

'B2' INDIVIDUAL TEST RECORD

**PHASE SJ
STADIUM JUMPING ONLY**

Maximum = 60 points (pass = 39 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME:	Value	
<u>Turn Out</u> for gymnastics and stadium	Check (not marked)	
<u>GYMNASTICS</u> Rider's Position – lower leg secure, heel down, suitable release, correct body position, eyes ahead. Work without stirrups- able to post trot & jump small fences, showing a secure lower leg.	/10	
<u>GYMNASTICS</u> Exercise – good approach, straightness, rhythm and balance, harmony with horse, knowledge demonstrated.	/10	
<u>STADIUM</u> Position as for gymnastics plus showing effective use of aids to maintain a forward, balanced and supported horse.	/10	
<u>STADIUM</u> Presentation – suitable pace, good distances to fences, correct leads, smooth changes, balanced turns, good lines and use of space.	/10	
<u>STADIUM</u> Alternate horse – tactful, confident ride. Supportive. Horse shows no anxiety or discomfort.	/10	
<u>CRITIQUE</u> Self assessment of the jumping including gymnastics, stadium, and alternate.	/10	
TOTAL POINTS		/60 = ___%

J. FACT SHEET FOR B/B2 APPLICANTS

TO ALL 'B'/B2' CANDIDATES

The Canadian Pony Club is pleased that by passing the Written Test, you are now qualified to proceed to the National 'B/B2' practical test. We hope the following information and suggestions will help you in your final preparations for the test.

PREPARATIONS FROM NOW TO TEST DAY

THE KEY TO SUCCESS WILL BE THINK AND PRACTICE!

1. Review your Written test. Check the question references. STUDY! Remember, you won't be able to demonstrate efficiently without knowledge.
2. Pay attention to your routine - for example: how you prepare and proceed to muck out a stall, safety procedures around the horse and around the barn, grooming procedures, bandaging, etc., how you 'warm-up' your horse for both flat riding and for riding over fences, etc.
3. Check your tack and other equipment - is it clean, in good repair, does everything fit, have you everything required for the test?
4. Is your horse ready - Fit, good condition, feet - if in need of attention, DON'T WAIT UNTIL THE LAST DAY (often horses go 'ouchy' for awhile following a trim or a reset). Groomed daily, mane and tail trimmed and neat, fly eggs off!

IT IS YOUR RESPONSIBILITY to bring a horse capable of the requirements of the test. Therefore, examiners should not be obliged to make concessions to any candidate for ignoring this requirement.

If for some reason you must, at the last moment, bring a different horse than the one you have been training for the test, REPORT THIS SITUATION TO THE SENIOR EXAMINER BEFORE THE TEST BEGINS.

5. Check your clothing for both Stable Management and Riding Phases. Clean, neat, tidy, in good repair and appropriate for what you will be doing. Don't forget hair net (for long hair), gloves, PONY CLUB PIN, SAFE SHOES FOR STABLE WORK. For riding all phases an approved helmet is required. Don't forget to wear your medical armband with a correctly filled out card inside throughout the entire test.
6. Your Flat Test and Riding criteria are in your current AB Testing Procedures. Make sure that you are very familiar with the requirements. The Flat ride will be called for you if you would like. Remember it is NOT a DRESSAGE TEST. The letters are there for a guide only. It is much more important that you demonstrate good, smooth movements, properly executed. If you are not satisfied with your execution of a particular movement it may be repeated by requesting permission from the examiners.

Riding over fences: Practice your grid and gymnastic jumping especially. These exercises are very important as most good and bad points demonstrated here will be evident throughout the remainder of the phase.

Over fences maximum height is 3'6" for "B" and 3'9" for "B2". Knowledge, ability, approach, authority, pace, position and balance over fences. Be able to 'move on' under control. Be sure you understand the examiner's wishes as to 'pace' for cross country phase. Cross Country fences are at the pre-training level 3" for B and training level 3"3' for B2.

DAY BEFORE THE TEST - EVERYTHING READY TO GO?

1. Your horse - and its needs - tack, feed, feed tub, water bucket(s), halter, lead shank, etc. - all equipment to be CLEAN!

2. Equipment - needed for test - stable tools (shovel, pitch fork, rake, broom, manure basket), grooming equipment (curry comb, dandy brush, body brush, water brush, hoof pick, stable rubbers, sponges, hoof dressings, etc.), bandages and cottons (appropriate types for tail, stable, shipping and first aid bandages), long enough and thick enough cottons for the job and long enough and adequate numbers of bandages. All equipment to be CLEAN.
3. Yourself - Attitude. Clothes for both Stable Management and Riding Phases. Remember hair nets (heavy!), stock pins for stock, PONY CLUB PIN and disc, gloves, passport, medical armband.
4. Transport - If moving into test site today, arrive in time to get your horse and yourself settled down. Check with person in authority regarding ground rules - e.g. watering facilities, stable rules, where to put your tack and feed, etc.
5. GET A GOOD NIGHT'S SLEEP!

TEST DAY

BE ON TIME If you arrive late you may become flustered and it does not give examiners a good impression. If being late is unavoidable, be sure to apologize to examiners immediately upon arrival and briefly explain delay.

As Pony Club members, you have already experienced test situations at branch and regional levels. The National 'B/B2' test is just another step forward in your development. This time your examiners will be Nationally approved examiners, and the Senior Examiner will either be a very experienced Senior 'B' Examiner or an 'A' Examiner. Before the test begins, the Senior Examiner will explain to you how the test will proceed through the day, and will answer any questions you may wish to ask.

REMEMBER! The examiners are there to find out WHAT YOU DO KNOW AND CAN DEMONSTRATE, NOT what you do not know. They will be grading you to the 'B/B2' standard (what is a 'B/B2') NOT comparing you one to another.

Of course you will be nervous - the panel understands that, and will do everything it can to encourage you to do your best. If you do not understand a question, say so, and the examiner will re-word it. THINK before you answer. If you are not happy with some riding movement you performed, ask if you can repeat it, and, if the panel considers it necessary, they will grant your request.

DETAILS As the test proceeds, examiners will mark your results on their work sheets. Marking scale 0 - 10+. Upon completion of the test, they will compare their findings and your final marks for each section will go on to your individual test sheet which you will receive as soon as the work on them is completed.

If you have passed, be very proud of your achievement. Your 'B/B2' level is proof that you have now reached a plateau in Horsemanship and Stable Management that is recognized and respected throughout Canada, and many other nations in the world.

If you were found not quite sufficient at this time - of course you will be disappointed, AND SO WILL THE EXAMINERS WHO HAD TO MAKE THE DECISION. The panel will explain and you will see from your marks and from the experience gained during the test just where you need more work and study to attain the 'B' Standard. Try not to be too discouraged and if at all possible, plan to try the test again. Many before you have done just that - some even several times - before reaching the goal.

GOOD LUCK TO ALL - AND GOOD TESTING!

PART 3 - HA/RA INFORMATION AND FORMS

A. TEST ARRANGEMENTS

1. Advance Arrangements

'HA' & 'RA' Tests

Responsibility of the National Testing Committee and Regional Testing Chairman of Region in which the test is to be held.

- a) Date of Test
- b) Location
- c) Examiners Panel
- d) Candidates

RA - not more than 4 candidates in one day. HA - not more than 6 candidates in two days, unless the Examiner : Candidate ratio exceeds 1:2.

2. Accommodations and Stabling

Responsibility of the Regional Testing Committee hosting the test to arrange billeting or accommodations for candidates from outside the Region and to provide on site meals (breakfasts and lunches) for everyone involved, the costs to be shared by the regions with candidates participating on a per candidate basis. Responsibility of the Regional Testing Committee hosting the test to arrange for stabling of candidate's horses and the unknown and turn-out horses required for the HA at the site. The costs of stabling the unknown and turn-out (non-candidate) horses are to be paid by National. The cost of stabling the candidates' horses is the responsibility of the candidates.

National will assist with the cost of accommodations and off site meals (breakfasts and dinners) for the examining panel.

3. Travel Assistance

RA active and affiliate candidates transporting their own horse to the test site will receive \$0.10 per km for travel over 500 km based on the round trip mileage. Candidate must apply after attending the test. Mileage must be approved by the National Test Chair. In the event that a ferry ride is involved, Canadian Pony Club will cover 50% of the ferry costs.

HA active and affiliate candidates who have to fly to a test must pay the first \$400 in flight costs and National will pay the remainder. The flight must be based on an economy ticket, as agreed to by the National Test Chair prior to purchase. Payment will be made after the test is completed and upon receipt of a copy of the flight itinerary. If the candidate does not attend the complete test, the subsidy will be forfeited.

B. TEST FACILITIES

Responsibility of Regional Testing Chairman and Regional Testing Committee

1. For Stable Management (HA/SA Test):

- a) Well lighted stable with sufficient stalls to accommodate the candidate's horses and a supply of fresh bedding.
- b) Tack Room
examples of saddlery for recognition:
wide assortment of bits, boots, girths, bridles, types of saddles, martingales, clothing and other horse related items
- c) Feed Room
Good variety of feeds applicable to region, in sufficient amounts to identify weights and measure.
Portable scales and measuring cans.
- d) Farrier's Tools
One set, various types of regular shoes and for 'HA' tests, may add examples of shoes used for specific purposes.

- e) **Lungeing**
Candidates should bring their own equipment, however, as all do not have complete sets, it is advisable to have two complete sets available at the site.
There must be an enclosed area for teaching and lungeing.
HA - Horses unknown to the candidates are required, one per candidate, for "turnout and show in hand". It is preferable they be field ponies or horses in unkempt condition. A note is required from the owner listing restrictions on turnout. These same horses may be used for lungeing an unknown horse. A written description by the owner of the animal's lungeing background must be supplied. It is preferable to have young animals or old school horses. Unknown horses must have been introduced to any equipment that is listed.
Schooled horses are required for lungeing a rider. Candidates may use their own schooled horse if available, otherwise, one must be provided.
- f) **Teaching**
Warmed up students for the teaching sessions. HA's teach 2-4 students at the C and/or C1 level, C1's recommended. The students must be current Canadian Pony Club members.

2. For Riding (RA Test):

- a) An area approximately 20 x 60 metres for 'RA' candidates, marked with dressage letters, and laid out on level ground.
- b) Sufficient poles, standards and fillers to build a proper course (as per requirements) for the level, minimum 12 sets capable of being raised to 3'9", as well as a line of poles and standards to build a gymnastic.
- c) Cross Country: Room to gallop.
Variety of preliminary fences, 3' 7". Jump into water, bank and drop fences.

3. General

- a) Person or persons to 'call' the Flat Riding test.
- b) Crew to assist in setting up jump courses and candidate gymnastic.
- c) Testing Materials: Candidates' application forms for the examiners to review and sign. Work sheets, individual record sheets, flat ride, certificates, discs, clipboards, and pens.
- d) Writers (if requested).

C. RESPONSIBILITY OF CANDIDATES

1. **General**

- a) A Horse(s) capable of the requirements of the test. It must be agreed that other candidates may ride it or them.
Two horses may be used at RA tests, one for flat and the other for stadium and X-C, in the following circumstances, and under these conditions. Approval for the use of two horses must come from the District Commissioner and the Regional Testing Chair. The candidate must provide an assistant for the extra horse and the horse must come with its own tack. The assistant cannot be the coach or parent of the candidate. The assistant may lunge or warm-up the horse at walk and trot on the flat just prior to the jumping phase. The assistant is not to school the horse. In no way should the testing be held up because of the use of two horses. Horses must be at least 5 years old. No stallions are allowed.
- b) Complete set of tack, as usually worn by the above horse. 'RA' candidates should bring both snaffle and double bridles.
- c) Complete, clean grooming kit including clippers for turnout horse. Materials for braiding

- d) Adequate supply of clean bandages and sufficient cottons to demonstrate the bandages required at the test level. Emphasis is on first aid and shipping bandages
- e) Stable tools - e.g. manure fork, shovel, broom or rake, etc.
- f) Suitable and neat clothes for stable work. SAFE SHOES and gloves.
- g) Riding clothes: Hacking jacket or dark jacket. In either case accompanying apparel must be correct and all clothing clean, in good repair, boots well polished, hats brushed. Hair tidy - wear a hair net if hair is long or curly. Medical armband should be worn at all times. Pony Club pin & disc.
- h) 'HA' Lungeing Tack
 - i. schooled horse – saddle, bridle, side reins and boots for lungeing a rider
 - ii. green/difficult/unknown horse - bridle or cavesson; side reins optional, based on what horse is familiar with
 - iii. Saddle with stirrups safely secured or removed OR Surcingle padded over the withers. Whip of suitable length. Lunge line of correct length and safe material - no chain.
 - iv. Boots, fore & hind for protection plus front bell boots.
- i) Veterinary First Aid Kit may include syringe (for flushing) provided no needles present.
- j) Turnout: Braiding required for 'HA' and 'RA'. Braiding must be done by the candidate.
- k) Tack Required for 'RA': Double Bridle or Snaffle Bridle with own preference of noseband (i.e. dropped, flash or figure eight). Bit must be one approved by the current EC dressage rules. Unapproved bits may be used at the candidate's discretion with the understanding that the candidate will be expected to competently discuss with the examiners the reasons for their choice of bit and why an approved bit could not do the same job. Candidates must keep in mind that an alternate rider will ride the horse in this tack. Tack for the jumping phase will be taken from the current EC Rules from the Jumper Division. (Only running martingales may be used for RA.) Tack for the Cross-country phase will be taken from the current EC Rules for Eventing. (only unrestricted martingales allowed, gags and hackamores are allowed. Wire snaffles are prohibited.)
- l) Candidate's Assistant

A candidate will be allowed an assistant at a testing provided that the following criteria and rules are followed:

 - i. The assistant must be a current Canadian Pony Club member. (for insurance purposes).
 - ii. The assistant must be at least one level below the level being tested. i.e. a C2 candidate trying their B test, may use an assistant who is C2 or lower.
 - iii. The assistant can not be a parent or coach.
 - iv. The assistant must be neatly attired as for stable management, including a medical armband.
 - v. The assistant may not perform any tasks on which the candidate is being examined, including:
 - braid the horse
 - do the initial grooming
 - clean the tack
 - bandage the horse
 - vi. The assistant's main job is to serve as a horse holder and a gofer. The assistant may perform tasks such as:
 - holding the horse while the candidate is braiding or bandaging
 - running back to the barn for forgotten articles
 - holding the horse while the rider puts on their spurs
 - taking the stadium and/or cross country equipment to a convenient location and holding the horse while the rider makes the adjustments and additions
 - giving the rider a leg up and a last minute dusting of the boots and legs
 - assisting with changing the gymnastic and putting back fences that have been knocked down.

- m) Assistants who do not meet the criteria will be asked to leave the test site. Assistants performing tasks not allowed under the rules, will be asked to leave and the candidate may lose marks in the appropriate section of the test.

D. CONDUCTING THE TESTS

1. 'HA/SA' Test may take up to three days in duration, depending on the number of candidates.
'RA' Test may take up to two days in duration, depending on the number of candidates.
2. A candidate who fails any phase(s) of the HA or RA test may retake the failed phase(s) at another regularly scheduled National test at the candidate's expense provided there is room available and with sufficient notice.

3. HA Phases

Phase 1 - Stable Management

Candidates will be required to both demonstrate and by oral questions and discussions, indicate their efficiency and knowledge in all subjects according to the requirements of the test level.

Phase 2 – Handling an Unknown Horse

HA candidate will have thirty minutes to safely prepare, including appropriate grooming and tack selection, a horse unknown to the candidate for lungeing. The horse should have a positive lungeing experience. HA candidate should evaluate the horse's movement and level of training, and be able to discuss further development and training for the horse, suitability for particular disciplines, conformational factors, etc. No prior lunging should be done but the candidate may school the horse on the ground.

For the show in hand the candidate will have one hour to prepare their assigned horse, including appropriate grooming and tack selection. The horse should be tidy but not bathed, braided or clipped. Candidates should practice leading and standing the animal in this time. When showing in hand the horse will be presented as for a given scenario - for example; as for an inspection at a horse trials, 3 day or rally; breed inspection; showmanship class.

Phase 3 - Teaching

Candidates will be given their topic a minimum of one week and not more than two weeks prior to the test. HA's teach 2-4 students at the C and/or C1 level, C1's recommended. The students must be current Canadian Pony Club members.

Phase 4 – Lungeing a Rider

Lunge a student, including putting up the student. The candidate should warm up the horse and then help the student mount. Candidates will have 20 minutes to lunge, including warm up, mounting the rider and teaching exercises. Due to time, lungeing in only one direction is acceptable. HA candidate must be able to discuss the demonstration and the value of lungeing to the rider. Mounted student will be another HA/SA candidate. The minimum tested level of the lunged rider is C2.

4. RA Phases

Phase 1 – Riding on the Flat

Individual Flat Riding tests must be used for 'RA' tests. The Candidate may create their own flat ride or may use the flat ride provided in this document. If the candidate is creating their own, they must bring sufficient copies (minimum 3) for the testing panel and the ride must contain all of the required elements. Candidates will be required to change horses, after all candidates have completed their flat ride

Phase 2 – Riding Over Fences

The candidate must create their own gymnastic and bring sufficient copies (minimum 3) for the testing panel. Include only distances and placement of fences.

The examiners will provide the stadium course for the RA test. Examining panel should arrange for the course building and checking of heights, spreads, etc. with the jump crew in advance. Panel should also check out the available cross country jumps and courses to be followed. Candidates will be required to change horses, after all candidates have completed their stadium jumping, over a lowered course. (max 3')

Phase 5 – Stadium Jumping

Same gymnastic and stadium course as Riding over Fences plus a warm up on the flat. No cross country. Candidates will be required to change horses, after all candidates have completed their stadium jumping, over a lowered course. (max 3' 6)

5. A Candidate Evaluation form will be distributed to the candidate after the test to help in maintaining consistency in testing standards. See Part 4 FORMS.

E. WHAT THE EXAMINERS WILL LOOK FOR

TO ALL CANDIDATES - Prepare yourself to the best of your ability. Read the 2010 A/B TESTING PROCEDURE REQUIREMENTS FOR EXAMINERS, COACHES AND CANDIDATES available for download from the CPC national website. The Requirements outline what the examiners will expect of you for each part of the test.

Read:

PART 3, XII. TEACHING GUIDELINES

PART 3, XIII. HA TURNOUT / SHOW IN HAND GUIDELINES

PART 3, XIV. GUIDELINES FOR LUNGEING A RIDER

Study all these documents carefully. They provide additional information not readily available in the required reading.

Keep in mind that the test is to be regarded as another step forward in your quest to become an accomplished member of the equestrian community.

Examiners are there to pass you and find out what you do know, not what you do not know. Accept their decisions with good grace.

F. APPLICATION FORMS

The current 'HA/SA' and 'RA' TEST APPLICATION FORMS and the 'A' WRITTEN TEST APPLICATION FORM are all available in the "download" section on the CPC National website.

i. 'RA' FLAT RIDE

All trots are executed sitting unless otherwise instructed.

Collected gaits: The horse moves forward with his neck raised and arched. The hocks maintain energetic impulsion. The horse's strides are shorter but he is lighter and more mobile.

Working gaits: This is a pace between collected and medium gaits. The horse is properly balanced, remaining on the bit, and going forward with even steps and good hock action.

Medium gaits: The pace between working and extended gaits. The horse goes forward with free and moderately extended steps with obvious impulsion from the hind quarters. The head and neck are lowered slightly and the horse, although on the bit, is allowed to carry his head a little more in front of the vertical than at the collected and working gaits.

'RA' FLAT RIDE

To be ridden in a snaffle or double bridle, in a 20 x 60 ring.

1.	A X C	Enter collected trot Halt. Salute. Proceed collected trot Track right
2.	ME E E	Medium trot Collected trot Circle left 10 m
3.	EK	Shoulder in left
4.	PI I C	Half pass left Straight ahead Track left
5.	HB B B	Medium trot Collected trot Circle right 10 m
6.	BF	Shoulder in right
7.	VI I	Half pass right Straight ahead
8.	G C	Medium walk Track right
9.	M Between G & H	Turn right Shorten stride and half pirouette right, proceed in medium walk
10.	Between G & M H	Shorten stride and half pirouette left, proceed medium walk Turn left
11.	SP P	Lengthen stride Medium walk
12.	Before F F	Shorten stride in walk Collected canter right lead
13.	A	Circle right 10 m
14.	KB BE	Change rein Half circle 20 m counter canter
15.	Between E & A	Flying change
16.	FM M	Medium canter Collected canter
17.	HB BE	Change rein Half circle 20 m counter canter
18.	Between E & C	Flying change
19.	R	Circle right 20 m, showing a clear release of inside rein, quarter line to quarter line
20.	RF F	Medium canter Collected canter
21.	KD D DF	Half circle 10 m Change of leg through walk Half circle 10 m
22.	P B X E	Collected trot Turn left Halt. Rein back six steps. Proceed collected trot Turn left
	V A X G	Collected Canter Turn up centre line Collected trot Halt. Salute.

G. OFFICIAL WORKSHEETS

'HA' WORKSHEET

**PHASE 1
STABLE MANAGEMENT**

Maximum = 150 points (pass = 97.5 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME:	Value				
<u>Stable Management</u> Stable organization, maintenance, care of equipment. Knowledge of stable construction, safety procedures. Pasture care & management. Routines & costs.	20				
<u>Grooming</u> Clipping, trimming, pulling mane and tail, braiding. Reasons, clippers, etc.	10				
<u>Feeding I</u> Forages, concentrates, supplements: recognize, use, ingredients, quality, cost, storage, nutritional value. Digestion.	10				
<u>Feeding II</u> Feeding to maintain condition, specific purposes, e.g. work, growth, health, maintenance, weather. Vices.	10				
<u>Teeth</u> Aging. Care, features, problems.	10				
<u>Foot & Shoeing</u> Trimming, shoeing for specific purposes. Diseases and conditions: cause, symptom, treatment, structural changes.	10				
<u>Conformation</u> 2 or more horses. Relate form and movement to function, breed, soundness & limitation. Discuss suitability.	10				
<u>Unsoundnesses</u> Location (limb, body, wind), causes & symptoms, treatment, prognosis, prevention. Relate to conformation.	10				
<u>Veterinary & Anatomy</u> Health care, first aid, nursing, lameness therapy. Diseases. Systems. Contagions, parasites.	30				
<u>Bandaging</u> 2 First Aid bandages as per scenario.	10				
<u>Saddlery</u> Recognition, care, fit, & use of wide variety of tack and equipment.. Quality, materials and suitability.	10				
<u>Travel</u> Shipping bandage. Safety and precautions for horses travelling. Problems loading/ unloading & travelling. Safety of rig.	10				
TOTAL POINTS	150				

'HA' WORKSHEET

**PHASE 2
HANDLING AN UNKNOWN HORSE**

Maximum = 100 points (pass = 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME	Value				
SHOW IN HAND					
<u>Preparation of Horse</u> Appropriate to breed or type. Training horse for presentation: effectiveness, competency.	10				
<u>Grooming</u> Efficiency, effectiveness, technique. Handling of horse during preparation.	10				
<u>Showing In Hand</u> Correctness of execution.	10				
LUNGEING AN UNKNOWN HORSE					
<u>Equipment & Candidate's Turnout</u> Adjustment, fit, condition.	10				
<u>Technique</u> Body position/body language. Use and handling of whip & lunge line. Hold/contact. Voice: clear, encouraging, use of inflection.	20				
<u>Effectiveness</u> Control. Size of circle, variety of work, transitions, authority. Way of working with a green or problem horse.	20				
<u>Knowledge & Theory</u> Recognizing what is happening, when to stop, purpose achieved. Goals for the green or problem horse. Appropriate exercises for improvement. Results: is the horse happy, relaxed, improved? Suggestions for the future.	10				
HANDLING					
Handling of all horses throughout the phase. Approach, technique, effectiveness.	10				
TOTAL POINTS	100				

'HA' WORKSHEET

**PHASE 3
TEACHING**

Maximum = 60 points (pass = 39 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME	Value				
<u>Turn out</u> Written lesson plan.	10				
Preparation & Planning Arena check. Safety check. Lesson: introduction, warm-up, explanation, demonstration, practice, cool-down & conclusion.	10				
<u>Delivery</u> Voice: clear, volume, enthusiastic. Correct position in relation to examiners & students.	10				
<u>Knowledge & Effectiveness</u> Use of space, organized, safe. Goal achieved through appropriate exercises and corrections. Group control, dealing with problems.	20				
<u>Critique</u> How the candidate would improve the lesson. Realistic, knowledge of subject.	10				
TOTAL POINTS	60				

'HA' WORKSHEET

**PHASE 4
LUNGEING A RIDER**

Maximum = 85 points (pass = 55.25 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME	Value				
<u>Equipment & Candidate's Turnout</u> Adjustment, fit, condition. Whip, bridle and cavesson, tendon boots, brushing boots, bell boots, lunge line, saddle, side reins.	15				
<u>Technique</u> Body position/body language. Use and handling of whip & line, contact. Voice: clear, inflection, encouraging. Safety & control.	30				
<u>Effectiveness</u> Size of circle, variety of work, transitions, authority, control. Rapport with student, communication. Appropriate exercises & corrections.	30				
<u>Knowledge & Theory</u> Recognizing what is happening, when to stop, purpose achieved. Procedures for mounting/dismounting. Progressive use of exercises; purpose and objectives, variety. Corrections for position.	10				
TOTAL POINTS	85				

'RA' WORKSHEET**PHASE 1
RIDING ON THE FLAT**

Maximum = 200 points (pass = 130 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME:	Value	1.	2.	3.	4.
<u>Turn Out</u> Medical Armband	10				
<u>Preparation</u> Practical (warm up) Knowledge & critique.	20				
<u>Position & Independent Seat</u> At walk, trot & canter paces and through Transitions & Movements	20				
Riders rhythm, balance and harmony with horse.	10				
<u>Effectiveness</u> Aids – use, coordination, harmony and timing.	10				
Ability to ride forward on contact through all paces and movements	10				
Ability to maintain cadence/rhythm. Working, Collected, Medium Paces.	10				
<u>Transitions</u> General transitions between gaits	10				
Change of leg through walk	10				
Flying Change	10				
<u>Movements</u> Circles, Turns, Loops.	10				
Halts and Rein back	10				
Counter Canter.	10				
Half Pirouette.	10				
Shoulder In at trot	10				
Half Pass at trot.	10				
Alternate Horse On the Flat	20				
TOTAL POINTS	200				

'RA' WORKSHEET

**PHASE 2 O/F
RIDING OVER FENCES**

Maximum = 90 points (pass = 58.5 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME	Value				
<u>Turn Out</u> for gymnastics and stadium	Check (not marked)				
<u>GYMNASTICS</u> Rider's Position and use of warm-up fences to prepare for the stadium course	10				
<u>KNOWLEDGE</u> Discuss warm-up and stadium course (prior to jumping)	10				
<u>STADIUM</u> Position as for gymnastics plus showing effective use of aids to maintain a forward, balanced and supported horse.	10				
<u>STADIUM</u> Presentation – suitable pace, good distances to fences, correct leads, smooth changes, balanced turns, good lines and use of space.	10				
<u>STADIUM</u> Alternate horse – tactful, confident ride. Supportive. Horse shows no anxiety or discomfort.	20				
<u>CROSS COUNTRY</u> Turnout	Check (not marked)				
<u>CROSS COUNTRY</u> Position – appropriate changes from stadium position. Appropriate changes from gallop to approach for a variety of fences. Effective use of aids, especially for control and in turns.	10				
<u>CROSS COUNTRY</u> Pace and presentation, rhythm and balance. Horse well in front of leg, fences well met and jumped out of stride, appropriate changes for a variety of fences.	10				
<u>CRITIQUE</u> Self assessment of the jumping including gymnastics, stadium, cross country and alternate.	10				
TOTAL POINTS	90				

'RA' WORKSHEET

PHASE SJ
STADIUM JUMPING ONLY
 Maximum = 70 points (pass = 45.5%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME	Value				
<u>Turn Out</u> for gymnastics and stadium	Check (not marked)				
<u>GYMNASTICS</u> Rider's Position and use of warm-up fences to prepare for the stadium course	10				
<u>KNOWLEDGE</u> Discuss warm-up and stadium course (prior to jumping)	10				
<u>STADIUM</u> Position as for gymnastics plus showing effective use of aids to maintain a forward, balanced and supported horse.	10				
<u>STADIUM</u> Presentation – suitable pace, good distances to fences, correct leads, smooth changes, balanced turns, good lines and use of space.	10				
<u>STADIUM</u> Alternate horse – tactful, confident ride. Supportive. Horse shows no anxiety or discomfort.	20				
<u>CRITIQUE</u> Self assessment of the jumping including gymnastics, stadium and alternate.	10				
TOTAL POINTS	70				

H. INDIVIDUAL RECORD SHEETS

CANADIAN PONY CLUB

'HA' INDIVIDUAL TEST RECORD



An overall rating of 65% is required in each of the four Phases. Examiners work independently in Phase 1 (Stable Management), but express a combined opinion of the candidate's ability in Phases 2, 3 and 4. Examiners are asked to complete one copy of this form per candidate at the conclusion of the testing, and are reminded that constructive criticism of a candidate's performance is most helpful. Completed forms should be returned to the National Testing Committee Chairman.

CANDIDATE'S NAME		AGE
BRANCH & REGION		DATE

NAME _____

'HA' INDIVIDUAL TEST RECORD SUMMARY SHEET

		Meets the Standard	Does Not Meet the Standard
STABLE MANAGEMENT	_____ /150 = _____ %	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING AN UNKNOWN HORSE	_____ /100 = _____ %	<input type="checkbox"/>	<input type="checkbox"/>
TEACHING	_____ /60 = _____ %	<input type="checkbox"/>	<input type="checkbox"/>
LUNGEING A RIDER	_____ /85 = _____ %	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL		<input type="checkbox"/>	<input type="checkbox"/>

GENERAL COMMENTS	
	Name (Please print) _____
	Signature _____
SENIOR EXAMINER	
EXAMINER	
EXAMINER	
EXAMINER	
EXAMINER	
Date	

'HA' INDIVIDUAL TEST RECORD

**PHASE 1
STABLE MANAGEMENT**

Maximum = 150 points (pass = 97.5 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME:	Value	
<u>Stable Management</u> Stable organization, maintenance, care of equipment. Knowledge of stable construction, safety procedures. Pasture care & management. Routines & costs.	/20	
<u>Grooming</u> Clipping, trimming, pulling mane and tail, braiding. Reasons, clippers, etc.	/10	
<u>Feeding I</u> Forages, concentrates, supplements: recognize, use, ingredients, quality, cost, storage, nutritional value. Digestion.	/10	
<u>Feeding II</u> Feeding to maintain condition, specific purposes, e.g. work, growth, health, maintenance, weather. Vices.	/10	
<u>Teeth</u> Aging. Care, features, problems.	/10	
<u>Foot & Shoeing</u> Trimming, shoeing for specific purposes. Diseases and conditions: cause, symptom, treatment, structural changes.	/10	
<u>Conformation</u> 2 or more horses. Relate form and movement to function, breed, soundness & limitation. Discuss suitability.	/10	
<u>Unsoundnesses</u> Location (limb, body, wind), causes & symptoms, treatment, prognosis, prevention. Relate to conformation.	/10	
<u>Veterinary & Anatomy</u> Health care, first aid, nursing, lameness therapy. Diseases. Systems. Contagions, parasites.	/30	
<u>Bandaging</u> 2 First Aid bandages as per scenario.	/10	
<u>Saddlery</u> Recognition, care, fit, & use of wide variety of tack and equipment.. Quality, materials and suitability.	/10	
<u>Travel</u> Shipping bandage. Safety and precautions for horses travelling. Problems loading/ unloading & travelling. Safety of rig.	/10	
TOTAL POINTS		/150 = ____ %

'HA' INDIVIDUAL TEST RECORD

**PHASE 2
HANDLING AN UNKNOWN HORSE**

Maximum = 100 points (pass = 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME	Value	
SHOW IN HAND		
<u>Preparation of Horse</u> Appropriate to breed or type. Training horse for presentation: effectiveness, competency.	/10	
<u>Grooming</u> Efficiency, effectiveness, technique. Handling of horse during preparation.	/10	
<u>Showing In Hand</u> Correctness of execution.	/10	
LUNGEING AN UNKNOWN HORSE		
<u>Equipment & Candidate's Turnout</u> Adjustment, fit, condition.	/10	
<u>Technique</u> Body position/body language. Use and handling of whip & lunge line. Hold/contact. Voice: clear, encouraging, use of inflection.	/20	
<u>Effectiveness</u> Control. Size of circle, variety of work, transitions, authority. Way of working with a green or problem horse.	/20	
<u>Knowledge & Theory</u> Recognizing what is happening, when to stop, purpose achieved. Goals for the green or problem horse. Appropriate exercises for improvement. Results: is the horse happy, relaxed, improved? Suggestions for the future.	/10	
HANDLING Handling of all horses throughout the phase. Approach, technique, effectiveness.	/10	
TOTAL POINTS		/100 = _____ %

'HA' INDIVIDUAL TEST RECORD

**PHASE 3
TEACHING**

Maximum = 60 points (pass = 39 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME	Value	
<u>Turn out</u> Written lesson plan.	/10	
Preparation & Planning Arena check. Safety check. Lesson: introduction, warm-up, explanation, demonstration, practice, cool-down & conclusion.	/10	
<u>Delivery</u> Voice: clear, volume, enthusiastic. Correct position in relation to examiners & students.	/10	
<u>Knowledge & Effectiveness</u> Use of space, organized, safe. Goal achieved through appropriate exercises and corrections. Group control, dealing with problems.	/20	
<u>Critique</u> How the candidate would improve the lesson. Realistic, knowledge of subject.	/10	
TOTAL POINTS		/60 = _____ %

'HA' INDIVIDUAL TEST RECORD

**PHASE 4
LUNGEING A RIDER**

Maximum = 85 points (pass = 55.25 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME	Value	
<p><u>Equipment & Candidate's Turnout</u> Adjustment, fit, condition. Whip, bridle and cavesson, tendon boots, brushing boots, bell boots, lunge line, saddle, side reins.</p>	/15	
<p><u>Technique</u> Body position/body language. Use and handling of whip & line, contact. Voice: clear, inflection, encouraging. Safety & control.</p>	/30	
<p><u>Effectiveness</u> Size of circle, variety of work, transitions, authority, control. Rapport with student, communication. Appropriate exercises & corrections.</p>	/30	
<p><u>Knowledge & Theory</u> Recognizing what is happening, when to stop, purpose achieved. Procedures for mounting/dismounting. Progressive use of exercises; purpose and objectives, variety. Corrections for position.</p>	/10	
TOTAL POINTS		/85 = ____%

CANADIAN PONY CLUB

'RA' INDIVIDUAL TEST RECORD



An overall rating of 65% is required in each of the Phases. Examiners express a combined opinion of the candidate's ability in these Phases. Examiners are asked to complete one copy of this form per candidate at the conclusion of the testing, and are reminded that constructive criticism of a candidate's performance is most helpful. Completed forms should be returned to the National Testing Committee Chairman.

CANDIDATE'S NAME		AGE
BRANCH & REGION		DATE

'RA' INDIVIDUAL TEST RECORD

**PHASE 1
RIDING ON THE FLAT**

Maximum = 200 points (pass = 130 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME:	Value	
<u>Turn Out</u> Medical Armband	/10	
<u>Preparation</u> Practical (warm up) Knowledge & critique.	/20	
<u>Position & Independent Seat</u> At walk, trot & canter paces and through Transitions & Movements	/20	
Riders rhythm, balance and harmony with horse.	/10	
<u>Effectiveness</u> Aids – use, coordination, harmony and timing.	/10	
Ability to ride forward on contact through all paces and movements	/10	
Ability to maintain cadence/rhythm. Working, Collected, Medium Paces.	/10	
<u>Transitions</u> General transitions between gaits	/10	
Change of leg through walk	/10	
Flying Change	/10	
<u>Movements</u> Circles, Turns, Loops.	/10	
Halts and Rein back	/10	
Counter Canter.	/10	
Half Pirouette.	/10	
Shoulder In at trot	/10	
Half Pass at trot.	/10	
Alternate Horse On the Flat	/20	
TOTAL POINTS		/200 - _____ %

'RA' INDIVIDUAL TEST RECORD

**PHASE 2 O/F
RIDING OVER FENCES**

Maximum = 90 points (pass = 58.5 or 65%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME	Value	
<u>Turn Out</u> for gymnastics and stadium	Check (not marked)	
<u>GYMNASTICS</u> Rider's Position and use of warm-up fences to prepare for the stadium course	/10	
<u>KNOWLEDGE</u> Discuss warm-up and stadium course (prior to jumping)	/10	
<u>STADIUM</u> Position as for gymnastics plus showing effective use of aids to maintain a forward, balanced and supported horse.	/10	
<u>STADIUM</u> Presentation – suitable pace, good distances to fences, correct leads, smooth changes, balanced turns, good lines and use of space.	/10	
<u>STADIUM</u> Alternate horse – tactful, confident ride. Supportive. Horse shows no anxiety or discomfort.	/20	
<u>CROSS COUNTRY</u> Turnout	Check (not marked)	
<u>CROSS COUNTRY</u> Position – appropriate changes from stadium position. Appropriate changes from gallop to approach for a variety of fences. Effective use of aids, especially for control and in turns.	/10	
<u>CROSS COUNTRY</u> Pace and presentation, rhythm and balance. Horse well in front of leg, fences well met and jumped out of stride, appropriate changes for a variety of fences.	/10	
<u>CRITIQUE</u> Self assessment of the jumping including gymnastics, stadium, cross country and alternate.	/10	
TOTAL POINTS		/90 = _____ %

'RA' INDIVIDUAL TEST RECORD

**PHASE SJ
STADIUM JUMPING ONLY**

Maximum = 70 points (pass = 45.5%)

MARKS	
10+ Outstanding	6 Almost Sufficient
10 Excellent	5 Insufficient
9 Very Good	4 Unsatisfactory
8 Good	3 Poor
7 Satisfactory	2 Bad
6.5 Sufficient/Pass	1 Attempted but not executed
	0 Not Attempted

CANDIDATE'S NAME	Value	
<u>Turn Out</u> for gymnastics and stadium	Check (not marked)	
<u>GYMNASTICS</u> Rider's Position and use of warm-up fences to prepare for the stadium course	/10	
<u>KNOWLEDGE</u> Discuss warm-up and stadium course (prior to jumping)	/10	
<u>STADIUM</u> Position as for gymnastics plus showing effective use of aids to maintain a forward, balanced and supported horse.	/10	
<u>STADIUM</u> Presentation – suitable pace, good distances to fences, correct leads, smooth changes, balanced turns, good lines and use of space.	/10	
<u>STADIUM</u> Alternate horse – tactful, confident ride. Supportive. Horse shows no anxiety or discomfort.	/20	
<u>CRITIQUE</u> Self assessment of the jumping including gymnastics, stadium and alternate.	/10	
TOTAL POINTS		/70 = _____ %

J. TEACHING GUIDELINES

Bibliography:

- Pony Club Instructors Manual
- Manual of Horsemanship
- Thinking Riding, Molly Sivewright

TURNOUT

Candidate should wear breeches, boots, neat sweater or suitable jacket (according to the weather); should carry whip, spurs, approved helmet and gloves. Should be turned out as for riding but show jacket not required.

LEVEL

B2/HB2 to teach D1/D2 level, D2 preferred, 2 - 4 riders in a group; to demonstrate a safety check prior to instruction, and the elements of a lesson.

- Turnout - correct attire - neat and tidy.
- General Teaching Method - safety check, warm-up, voice, explanation, demonstration and practice.
- Topic - lesson plan, subject knowledge, corrections.

Time: 15 min. lesson.

HA to teach C/C1 level, C1 preferred, 2 - 4 riders in a group; to form a lesson plan to effectively deal with problem horses and riders and to demonstrate the ability to achieve the teaching objective.

- Lesson Plan - warm up, preparation, conclusion, turnout.
- Voice - manner, positioning.
- Effectiveness - safety, organization, control, variety, goals & problems.
- Self Critique.

Time: 20 min. lesson.

SAMPLE SUBJECTS

B2/HB2 - Basic position at walk/trot; up/down transitions; first canter lesson, sitting trot, riding a circle, positional corrections over trotting poles; riding small fences to 2'.

HA - Riding on the correct diagonal; riding forward on contact; riding serpentines; turn on the forehand; canter on a named leg on a circle; forward seat position; riding a gymnastic grid; maximum 2'9".

LESSON PLAN

Candidates should be able to develop a concise workable lesson plan according to the attached sheet. The lesson plan should be written in point form and include a copy for submission to the examining panel.

PREPARATION

The candidate usually has a minimum of 1 week to prepare the lesson. Apart from the lesson plan, preparation includes the collection of a teaching kit (extra gloves, stirrup leather, etc.) and any props required (cones, letters, jump material) needed to develop the subject. HA candidates will receive their teaching topic a minimum of one week and not more than two weeks prior to their test.

TEACHING THE LESSON

(Times given are for guidance only)

INTRODUCTION

2 minutes

Candidates should place their class and themselves in the best position (with regard given to wind, sun, light, etc.) for the pupils to hear and concentrate. Remembering that teaching under examination conditions is at best a rather false and stylized situation, the candidate must also remember that the examiners must be able to hear and should consider their placement to the Chief Examiner as well. The examiners will tend to situate themselves at various locations in the arena if possible so don't attempt to place yourselves to three separate locations!

Candidates should then introduce themselves to the students, get their names in return and ask if there is any information the student would like to give regarding themselves or their horses; a quick perusal of area safety is

done (gates closed, etc.) with a comment on this fact to the examiners. A short tack check is also made - bit, reins, girths, stirrup length, etc. and rider safety - harnesses done up, etc.

EXPLANATION AND DEMONSTRATION 3 min.

The lesson subject is explained and then demonstrated by the candidate: by using a pupil's horse, by another competent student or by blackboard, etc. Demonstration is very important and the instructions must be clear both verbally and visually. "The eye is the window to the brain!" This area includes what is expected in the lesson, any new skills students may not understand, where and when it is to be done.

APPLICATION, CORRECTION AND PRACTICE 8-9 min.

Candidates should then get the riders out on the rail for a brief warm up or mention that the warm up was accomplished by a previous lesson (if guinea pigs were used for the last candidate).

This is now the "meat" of the teaching session where students practice the subject with good verbal input from the instructor as to directions, positional corrections made in a positive way - i.e. "keep your heels down by _____", rather than "try to get your heels down" or "don't let your heels come up", not forgetting to give praise or positive advice as and when it is required.

Technical information on the subject must be correct with proper terminology (be careful of excessive use of "OK", "you guys", etc. or even good when it is obviously not.) Ride control is very important; not to turn one's back on the group, to give clear instructions on what to do, how to do it, when to begin or end and where to be - with equal work on both reins.

Stick to the subject at hand and include frequent positional correction.

Lack of safety will be heavily penalized particularly at B2/HB2 level - losing control of the ride, unclear directions, allowing leg to slide back to flank when altering girth, holding the whip in the hand when doing arm exercises, no hat harnesses, etc.

EVALUATION

Bring students in 1-2 min. before the end of the time allowed. Line them up so students and examiners can hear. Use question/answer method to reinforce knowledge - "Our subject today was riding a 20 m. circle - does everyone understand the aids to ride a circle? Susan, where is the inside leg used and what is its purpose?" Suggest some exercise that each one might work on to improve the performance of the subject taught before the next lesson.

CRITIQUE

The examiners may ask for a self evaluation. Be honest - start by explaining the parts of the lesson that went well, how it might be improved and outline any areas that were forgotten, i.e. "I forgot to do the tack check".

Be honest - be open - be authoritative - be confident. This all comes through a lot of practice. Good luck!

LESSON PLAN

NAME: _____ DATE _____

SUBJECT _____

A – PREPARATION	
B - INTRODUCTION & WARM UP	TIME:
C - EXPLANATION &/OR DEMONSTRATION	TIME:
D - APPLICATION PRACTICE & CORRECTIONS	TIME:
E - CORRECTIONS WITH EXPLANATION (2nd progression)	TIME:
F - G - PRACTICE WITH CONSOLIDATION RE EXPLANATION (3rd progression)	TIME:
H – EVALUATION	TIME:

K. 'HA' TURNOUT / SHOW IN HAND GUIDELINES

OBJECT: to demonstrate the ability to present a horse to its best advantage as for a horse inspection, trot up, vet inspection, etc.

TURNOUT

Handler: clean breeches in good repair, jacket, ratcatcher/shirt, helmet with harness done up, hairnet, boots clean and in good repair; whip optional - no more than 30" long, armband.

Horse: bridle, clean, well fitted; mane braided, tail style optional; hooves oiled all the way round; trimmed face, fetlocks, outside ears; sheath/udder/dock clean; eyes, nose, muzzle clean.

Preferably use firm level ground.

GUIDELINES FOR SHOWING A HORSE IN HAND

- Reins held in two hands. Whip in outside hand.
- Must release the head during movement and keep the neck straight. Walk/trot must be relaxed but forward.
- Must move straight away from the judge/examiner, checking over the shoulder occasionally to see if still straight.
- Move straight towards a marker (or assistant) so hind end can be seen.
- Halt. Turn ¼ to the right so the side view can be seen. Finish with ¼ turn to the right so front view can be seen.
- Trot directly back to the judge/examiner.
- Keep your eyes up at all times and look at a point or person where you are headed.
- When standing a horse up for observers, stand the horse to show off its best features: i.e. viewing from the near side, place near fore slightly ahead of off fore to show the shoulder to best advantage and place the off hind slightly ahead of the near hind to show the hip/hind leg off well.
- Can stand from the front, with one hand on each rein, or to the side of the head. In both cases ensure that you are not between the observer and the horse at any time. i.e. move as the observer moves.
- Decide whether the horse needs practice or warm up by doing so ahead of time. Possibly have a helper assist with the trot up.
- Smile and say "Good Morning".

These guidelines are just that – a guide. Examiners are looking for an alert, sharp presentation of an immaculate horse and handler, so be sure your turnout and body language reflect this.

L. GUIDELINES FOR LUNGEING A RIDER

REFERENCES

BHS Instructors Handbook
BHS Pony Club Manual
USPC C and B
USPC Guide to Longeing

BIBLIOGRAPHY

Sivewright – Lessons on the Longe for Horse and Rider

EQUIPMENT

Horse – saddle, bridle, lunge line, side reins, 4 boots plus bell boots, well-fitting lungeing cavesson
Candidate – approved helmet, whip, gloves, heeled boots, watch
'Student' – comfortable correct clothes, heeled boots/shoes, approved helmet

MARKS

See Testing Procedures – HA worksheets

The use of lungeing a rider is a basic and vital phase of training. Working equally on both reins, ensuring the correct circle shape are basic concepts. This is an opportunity to give the rider the feel of the horse and its movement while control is maintained by the teacher. Positional feedback while doing various exercise is paramount.

As the exam timetable often does not allow work on both reins, then mention should be made of the fact that you would do equal work on both reins when time allows – make this as a comment to your 'student'.

SAMPLE LESSON

PREPARATION

- Area, footing and fencing safe; horse, equipment correctly turned out.
- Warm horse up briefly on the rein you expect to work the rider (on both reins when not in exam format), without side reins and then with them attached.

INTRODUCTION

- Self/rider, horse, touch briefly on the subject for this session.

EXPLANATION

- Expectations for rider (first lesson, extra work to improve certain areas of position, possible exercises to be done).

DEMONSTRATION

- May not be required.

PARTICIPATION/CORRECTIONS

- Assist rider to mount with correct, safe method – may use mounting block with help to remove it after, or helper may give a leg up. Side reins should be left detached until the rider is ready to move off. You must hold the horse and the offside stirrup to balance the saddle if the rider mounts from the ground. The side reins are the last item of equipment to be attached before the lesson and the first item to be detached at the end of the lesson.

SUMMATION

- Review the positional corrections and exercises used, suggest 'homework' to be worked on before the next lesson.

TECHNIQUE:

- To be safe enough for a student the horse should not require the person lungeing to walk after it or to parallel lunge. Maintaining a correct circle shape is important.
- Must be able to 'talk and do' – don't look at the examiners, focus on the student.
- But make sure the examiners can hear everything during each phase (warming up).
- Horse, mounting rider, exercises and the students' responses – reiterate student responses if examiners cannot hear them).
- Reins may be knotted at the withers if you plan on arm exercises.
- It is foolhardy to immediately take away a rider's reins and stirrups before you check their balance and confidence (exam or real life).
- No spurs.

EXAMPLE OF MARK DEDUCTIONS:

- Failure to maintain a correct circle shape.
- Incorrect, unsafe, ill-fitting equipment.
- Unsafe technique, i.e. line on ground, uncontrolled whip/lash, whip held high, etc.
- Incorrect technical information (riding theory) or instructions to rider, i.e. mounting incorrectly.
- Failure to project voice – cannot examine what cannot be heard.
- Unsuitable or unsafe horse.
- Mounting or dismounting with side reins attached.
- Rider or candidate wearing spurs.
- Side reins too tight.
- Too small a circle.
- Lack of recognition, i.e. when exercise is not safe for this rider, when student
- May be nervous or not understand, what is going on in the rest of the arena, of the horse

PART 4 - FORMS

A. B/B2/HB2/RB2 CANDIDATE'S EVALUATION FORM

In the interest in providing good testing at all levels, the Testing Committee would appreciate your comments on your test.

PART 1-TESTING FACILITIES

Please comment on the following:

Was the area provided for the flat ride adequate?
Was the jumping area suitable?
Were there sufficient numbers and varieties of jumps for the specifications?
Was the cross country course adequate for the level?
Did you have a chance to properly preview the course?
Were the lungeing facilities adequate?
Were the teaching facilities adequate? (B2/HB2 only)
Were the students appropriate to the level? (B2/HB2 only)
Were the stable management facilities adequate?
Were there enough examples of tack, feed, etc. for the level?
Did you feel welcome at the testing site?

B/B2/HB2/RB2 CANDIDATE'S EVALUATION FORM (Page 2)

PART 2 EXAMINERS

Please comment on each examiner as to the suitability of questions for the level and questioning techniques. Did the examiner intimidate you, or did he/she put you at ease? Did you feel the examiner was fair? Please be as honest and as fair as possible, both with your praise and with your criticism.

EXAMINER	TOPIC(S)	COMMENTS

1. Did the examiners give you a clear idea of what they expected? _____

2. Did the examiners allow you to fully answer their questions? _____

How could we, as examiners and organizers, provide a more positive testing experience?

CANADIAN PONY CLUB

B. REQUEST FOR INTER-REGIONAL TESTING

Candidate's Name _____

Address _____

Postal Code _____ Phone Number _____

E-mail _____

Branch _____ Region _____

D.C's Signature _____

Attached: CPC Passport test page C2 and above – First Aid Certificate

To Be Filled in by Home Region:

Reasons for candidate to test outside Region _____

Regional Testing Chair's Signature _____

Telephone Number _____

E-mail _____

Regional Chair's Signature _____

To Be Filled in by Hosting Region:

Date of Test _____ Location _____

Regional Testing Chair's Signature _____

The Home Region should keep the form, completed with all signatures, while a copy should be sent to the Hosting Region along with a copy of the candidate's Application to Test.

The Hosting Region must send a copy of the Individual Test Record to the Home Region.

CANADIAN PONY CLUB

C. HA CANDIDATE'S EVALUATION FORM

In the interest in providing good testing at all levels, the Testing Committee would appreciate your comments on your test.

PART 1-TESTING FACILITIES

1. Were the lungeing facilities adequate? _____

2. Were the horses that were provided for turn-out, lungeing, etc. adequate? _____

3. Were the teaching facilities adequate? _____

4. Were the students appropriate to the level? _____

5. Were the stable management facilities adequate? _____

6. Were there enough examples of tack, feed, etc. for the level? _____

7. Did you feel welcome at the testing site? _____

8. Was there sufficient food and beverages provided? _____

HA CANDIDATE'S EVALUATION FORM (Page 2)

PART 2 EXAMINERS

Please comment on each examiner as to the suitability of questions to the level and questioning techniques. Did the examiner intimidate you, or did he/she put you at ease? Did you feel the examiner was fair? Please be as honest and as fair as possible, both with your praise and with your criticism.

EXAMINER	TOPIC	COMMENTS

How could we, as examiners and organizers, provide a more positive testing experience?

ADDITIONAL COMMENTS

CANADIAN PONY CLUB



D. RA CANDIDATE'S EVALUATION FORM

In the interest in providing good testing at all levels, the Testing Committee would appreciate your comments on your test.

PART 1 TESTING FACILITIES

1. Do you like having the choice of using the prescribed flat ride or producing your own? _____

2. Was the area provided for the flat ride adequate? _____

3. Was the jumping area suitable? _____

4. Were there sufficient numbers and varieties of jumps for the specifications? _____

5. Was the cross country course adequate for the level? _____

6. Did you have a chance to properly preview the course? _____

7. Did you feel welcome at the testing site? _____

8. Was there sufficient food and beverages provided? _____

RA CANDIDATE'S EVALUATION FORM (Page 2)

PART 2 EXAMINERS

Did the examiners give you a clear idea of what they expected? _____

Did the examiners allow you to fully answer their questions? _____

Other comments about the examiners. _____

How could we, as examiners and organizers, provide a more positive testing experience? _____

ADDITIONAL COMMENTS

THE CANADIAN PONY CLUB

**E. TESTING CHAIR'S TEST EVALUATION REPORT
C2, B, B2, HA and RA Tests**

To be completed immediately following the test by the Regional Testing Chair or their designate. Please forward this form along with the Examiner's Test Evaluation Form and the Test Results Form to the National Testing Chair.

Name: _____ Region: _____

Level: _____ Date: _____

Senior Examiner _____

Other Examiners:

Number of candidates Tested: _____ Number passed: _____

1. Did you feel that all parts of the test were given equal weight and emphasis during the test? _____

If not, please indicate which areas needed more emphasis. _____

2. Did the candidates seem comfortable with the examiners? _____

3. Did you receive any negative or positive feedback during or immediately after the test? _____

4. Did examiners seem to work together as a panel? Explain if necessary. _____

5. As far as you could tell, did the examiners seem to confine their questions to the appropriate level? Explain

if necessary. _____

6. Additional comments that would be helpful. _____

Signature: _____ Date: _____

CANADIAN PONY CLUB



F. EXAMINER'S TEST EVALUATION REPORT C2, B, B2, HA and RA Tests

By the use of this form, we are striving to improve the testing process. Critiquing one another is one way we are hoping to improve the consistency and competence of our examiners. We appreciate your candour and insight. Please complete this form either at the test or within one week of its completion and return the form to the Regional Testing Chair.

Region: _____ Test Date: _____

Level(s): _____ Senior Examiner: _____

Number of Candidates: _____ Number Passed: _____

1. Was the test well organized? (Sufficient copies of paperwork etc.) _____

2. Were the facilities adequate to properly test the level? Please comment on any problems. _____

3. Did you feel that each examiner's comments and opinions were given equal consideration? _____

If not, please explain. _____

4. Was each pass or fail the result of a group consensus? _____

If not, please explain. _____

5. Were you satisfied or comfortable with the outcome of the test? _____

If not, please explain. _____

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6. Please note any strengths or weaknesses of each of the examiners on the panel. In your opinion, did they test to the standard? Were they familiar with the requirements? Did they interact well with other members of the panel? Did the candidates appear comfortable? Would you be willing to work with these examiners again?

Senior Examiner: _____ Comments: _____

Examiner's Name: _____ Comments: _____

Any additional comments or suggestions for improving future tests would be greatly appreciated.

Signature: _____ Date: _____

Please print name: _____

Thank you for your input.

Canadian Pony Club is a member-based association, managed by volunteers, mandated to serve the needs of Canadian youth, ages 6 to 25 years of age and adults (21 and up), who are interested in riding, learning about and/or caring for horses or ponies. Canadian Pony Club is incorporated as a national not-for-profit organization, and carries Canadian registered charity status. Canadian Pony Club is committed to the vision Canadian Pony Club is has developed a survey for members to obtain feedback. Please help us better serve you by filling out this survey it will only take 4-5 minutes to complete. <https://www.surveymonkey.com/r/BZMB8GR>. [surveymonkey.com](https://www.surveymonkey.com). Canadian Pony Club 2018 Member Satisfaction Survey. Take this survey powered by [surveymonkey.com](https://www.surveymonkey.com). Create your own surveys for free. Canadian Pony Club. 23 January Â. The January edition of the Mane issue is now available! canadianponyclub.org. www.canadianponyclub.org.