

Section 4

EFFICIENCY TESTS, COACHES & ASSESSORS

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Section 4

Test Guidelines for Clubs and Riders

Clubs and Riders should have a copy of the PCA Syllabus of Instruction and Workbooks for D, D*, C, K, C*, B, H and A. These workbooks are fully explanatory. All information for the relevant tests can be found in them.

4.1 EFFICIENCY TESTS – OVERVIEW

- 4.1.1 Efficiency Certificates are awarded at each level to encourage members to improve their knowledge and proficiency in riding and horse care and to recognise the progress a member makes as they go through Pony Club.
- 4.1.2 There are ten levels:- E, D, D*, C, K, C*, B – Horse Care and B – Riding, H & A.
- 4.1.3 All members should be encouraged to achieve their C certificate.
- 4.1.4 A slightly modified C test without jumping can be obtained by riders who have been identified as having a particular disability. Application must be made to the PCT for approval. The certificate shall not be awarded without PCT approval.
- 4.1.5 K test is designed for the active rider and covers a wide range of activities.
- 4.1.6 K Test Endorsements Bronze Silver and Gold endorsements may be awarded by the candidate completing further options at a later date.
- 4.1.7 C*, which is an alternative to K. Both can be done. It is recommended that K be taken before C*.
- 4.1.8 B Test may be taken all at once or split into 2 or taken over 2 years, with horse care section first.
- 4.1.9 A candidate who has done K and wishes to go onto C*, or has done H and going on to A, does not have to repeat the Horse Care section, because that has already been completed for K/H. Similarly if C* is done before K the horse care section does not have to be repeated for K.
- 4.1.10 Any sections taken as a selected “option” for K test must be done in full even if C* has been passed before K.
- 4.1.11 All the sections of each test shall be passed before a certificate can be awarded.
- 4.1.12 Certificates and arm badges are awarded at each level.

4.2 PONY CLUB RESOURCES FOR EFFICIENCY TESTS

All club officials should familiarise themselves with the syllabus, PC manuals, workbook manuals and all the test guideline documents.

4.2.1 Text Book Manuals

The Pony Club aims to provide a solid foundation in practical horsemanship and horsecare. To this end PC coaching is delivered according to the PC manuals – New Zealand Pony Club Manuals nos 1 and 2, the British Horse Society's Manual of Horsemastership and K. Irving's Horsemastership for the Australian Rider.

A PC member can build and develop their skills as a rider and horse carer using the methods described in these manuals. See Appendix 4.2 for list of recommended reading.

4.2.2 Syllabus of Instruction

The Pony Club provides a Syllabus of Instruction on which all clubs base their teaching programme. It covers all levels of the efficiency tests. It lists the general conditions, prerequisites, worksheets, riding and horse care requirements for all the different tests, and the sections each test is divided into, all of which must be passed before a certificate can be awarded.

The current PCA Syllabus is available for download on the PCT website, www.pcat.org.au. Riders are encouraged to download all the information for the relevant test.

4.2.3 Workbook Manuals

These have been developed by Pony Club Victoria and are adopted by PCT for the examination of all the tests. They are required to be completed prior to sitting the practical test at each of these levels.

They may be purchased from the State Treasurer or through your zone.

4.2.4 Riders working towards A and H tests

These riders are expected to be of a level and age to source all the information which they will need.

4.3 TEST NOMINATIONS

- 4.3.1 Candidates must be of the required age at the time of the practical exam.
- 4.3.2 Clubs organise E, D and D* tests themselves. There is no fee. Any competent club instructor or official may test them.
- 4.3.3 Nominations for all other tests shall be submitted on form 10.4.1. They will not be accepted unless accompanied by the fees.
- 4.3.4 C tests are conducted throughout the year as necessary, so nominations may be made at any time. Clubs apply to their ZTCO (Zone Test Coordinator) giving the numbers to be tested and an approximate date.
- 4.3.5 K and C* shall be made to the relative ZTCOs by 30th April each year accompanied by the fees made payable to the Zone.
- 4.3.6 B, H and A shall be made to the relative ZTCO by 30th April each year on a separate form with fees payable to the PCT.
- 4.3.7 No candidate may nominate for any test if they will have turned 25 before January 1st of the year of the practical test.
- 4.3.8 Nominations for a higher test will be taken before a previous test is completed, however, candidates may not continue with the practical test until a lower one is passed.

4.4 FEES

4.4.1 Fees for Tests

Fees shall be forwarded with the nominations to the ZTCO. Fees (which are subject to change) for the tests are currently as follows:

C Tests \$10,
K & C* Tests \$20,
B Tests \$25,
A & H Tests \$35.

4.4.2 Payment

Payment should be made to the relevant zone for C, C* and K, and to the PCT for B, H and A. The Zone pays the expenses for C, C* and K, and the state for B, H and A.

4.6 PRACTICAL TESTS

4.6.1 Dates

- a. C test is arranged by the ZTCO in consultation with the clubs involved.
- b. C* and K tests are arranged by the ZTCO, who sets the date and organises the assessors.
- c. B, H & A are arranged by the STCO, who should discuss dates and venues with relevant ZTCOs.
- d. If a candidate realises that they are unable to sit on the predetermined date they should ask their CTCO ASAP to contact the ZTCO / STCO to ask if an alternative date can be arranged.
- e. Pony Club endeavours to be flexible and both assessors and organisers will make every effort to accommodate all candidates, however it must be realised that it may not be possible to accommodate everyone all the time.
- f. The Practical Exams for the K, C*, B, H and A tests are usually conducted in the first two months of the calendar year, i.e. during the summer school holidays.

4.6.2 Requirements on the day

Candidates should:

- a. present in their club's PC uniform and the horse should be presented as per syllabus requirement for each test.
- b. for every test a candidate should take:
 - i. Grooming and Vet/Emergency kits, Bandages and any other equipment needed for that test;
 - ii. Completed Workbook Manual;
 - iii. For the higher ones – C* and above – lungeing equipment;
 - iv. Special equipment required for any K test option;
 - v. Food for themselves and usually some for the assessors.
- c. be punctual and ready at the given time.

4.7 INABILITY TO DEMONSTRATE METHOD OF REQUIRED LEVEL OF TESTS

- 4.7.1 The tests – both riding and theory – require demonstration of skills and knowledge according to the syllabus. PC acknowledges there are other ways of achieving some of the desired riding/training results and for the care of a horse/pony, however the methods and practices described in the PC manuals are proven to be safe, and in the majority of cases, effective. It therefore follows that the PC Efficiency test assessments – both riding and theory – require demonstration of skills and knowledge according to these manuals to the standards laid down in the PC Syllabus of Instruction.
- 4.7.2 If at the practical test the candidate is unable to demonstrate the method in the manual then they must explain the reason for not doing it accordingly and MAY be required to demonstrate the PC method with another horse.
- 4.7.3 If their regular PC mount is not up to the level of training required for a particular test, they should present on it but also borrow one to demonstrate the other requirements on, and become familiar with it before bringing it to the test.
- 4.7.4 If a candidate has a physical disability which prevents them from doing something correctly, make it known to the assessors before the start of the day.

4.8 SUPPLEMENTARY TESTS

If a candidate fails any section of a test they may be granted a supplementary test.

4.8.1 Application for Supplementary Tests

Application for supplementary tests must be made by the candidate's club to the ZTCO giving at least two months notice. It is not the ZTCO's duty to contact the candidate's club. See fees above.

4.8.2 Completion of Supplementary Tests

- a. C, C* and K – min 3 months max. 2 years from date of original test;
- b. B, A & H – min 6 months max 2 years from date of original test;
- c. however there may be some flexibility allowed for all tests at the discretion of the assessors providing candidate is still of PC age.

4.8.3 Failure of Supplementary Tests

- a. If the candidate fails the supplementary test – they are only allowed one in each section – they must re-nominate and pay another initial fee.
- b. Any sections of a test a candidate passes will be held as credits until such time as all sections are passed.

4.9 RECORD BOOK

It is not compulsory, however riders may wish to complete the worksheets as a personal record.

The Record Book contains pages for rally attendance, active riding, horse care and PC service, and is available from the PCT website.

The Record Book will become a valuable resource for riders once they commence higher level tests, for proof of qualifications and if they apply for selection for any of the PC interstate or overseas trips.

4.10 WORKSHEETS

The PCAV Workbooks have the required worksheets for all the tests. **These are available from the PCT Treasurer or your ZTCO.**

4.11 EFFICIENCY CERTIFICATES

- 4.11.1 Efficiency certificates and arm badges are obtainable from the PCT treasurer through the ZTCO. They should be given to candidates once they have passed their tests.
- 4.11.2 Clubs are only responsible for awarding certificates for the E, D and D*. The ZTCO will arrange for the other Certificates to be distributed.

4.12 GRIEVANCE PROCEDURE

- 4.12.1 Candidates should realise that assessors are appointed for their knowledge, expertise and integrity and remember that the assessors' decision is final. In all but the lowest tests at least two assessors have agreed on any result.
- 4.12.2 If a candidate feels that they have been unfairly treated or the test has not been conducted in a proper manner, they should first discuss it with their CTCO, DC or CC, one of whom will contact an MPIO or the MPO if they think the candidate has a legitimate claim. See Policy Section.

4.13 COACHES

4.13.1 Coaches

Coaches are the backbone of the Pony Club. Anyone accepting the job of coaching should realise that they must keep up with modern trends to be fair to themselves and more importantly, to the children.

4.13.2 Coaches' Panel

Names of qualified coaches are listed on the panel – see Appendix 4.3. To remain on the panel, coaches must be active within the movement, and they must attend current refresher courses and complete the Coaching Activity Record described below.

4.13.3 Chief Coaches' Panel (CCP)

The CCP shall consist of three chief coaches appointed from each zone as outlined in the Constitution. Their position descriptions and duties can be found in Section 3.

4.14 NATIONAL COACHING ACCREDITATION SCHEME (NCAS)

The NCAS is an initiative of the Australian Sports Commission (ASC). It is a progressive coach education program offering courses at various levels. Coaches who are accredited through the NCAS are recognised by national and state sporting organisations and the ASC. Currently over 70 sports participate

4.14.1 PCA NCAS Pony Club Accreditation

Prospective coaches from the absolute beginner to the more experienced can work through the course at their own pace depending on their level of experience and access to assistance.

4.14.2 Flexible course delivery

This policy recognises that coaches can be assessed in a number of ways which will enable people in remote areas or those with time constraints to have access to accreditation.

The course is designed to be flexible in delivery and can be implemented in a number of ways. This may involve, but is not limited to:

- a. working with a mentor coach. A mentor is any person with more knowledge than the candidate in the area where help is needed. Mentoring can be part of a normal club Rally;
- b. undertaking independent study;
- c. attending courses either on a specific topic from the logbook or a longer course that covers a range or all of the topics.

They are not expected to ride during these courses.

4.14.3 Competency Based Assessment

This policy recognises that people gain knowledge and skills in a variety of ways, by formal training or life and work experience. The Candidate must provide evidence that they have the skills and knowledge for the competencies they are claiming. They would then demonstrate the required skills in front of an appointed, recognized assessor.

4.14.4 Recognition of Current Competency (RCC)

This was formerly called Recognition of Prior Learning (RPL) and is an understanding that people gain skills and knowledge in many ways. In a formal course setting a candidate may feel that they can already perform some of the learning outcomes to the required standard. RCC allows them to identify the skills required and assess themselves against the learning outcomes at their leisure prior to the final assessment.

Some of the areas that can be recognized are:

- a. recent completion of another training scheme (recent usually means within the previous 4 years). These schemes could include any thing from PCA Efficiency Certificates to other recognised coaching courses;
- b. on the job learning in the equestrian industry – life experiences ;
- c. the individual learning at their own pace using educational material.

4.15 PCA NCAS ACCREDITATIONS OFFERED BY PONY CLUB

4.15.1 Courses accredited under the NCAS

PCA currently has two courses accredited under the NCAS which are sequential in nature

- a. **Preliminary** - this is the entry level to the PCA NCAS System set at D/D*.
- b. **Level 1** - The pre requisite for this level is PCA NCAS Preliminary Accreditation (with or without Mounted Games Specialist).

Both the Preliminary and Level 1 accreditations are based on the PCA Syllabus of Instruction and are divided into three sections:

Coaching – includes Safety, Role of the Coach, Planning and Inclusive Coaching;

Horse Care – covers all the topics in the D/D* Efficiency Certificate Syllabus;

Riding – contains the criteria for coaching the ridden requirements of the D/D* Certificate. Level 1 needs C level.

Jumping – Level 1 NCAS Coaches who wish to coach riders jumping up to PC A Test and Grade 1 Horse Trials and Show jumping level need to apply for an extension. See Appendix 3 below.

All qualifications remain current for four years and activity updates must be undertaken to remain current.

4.15.2 Pre-requisites to becoming a NCAS Preliminary Pony Club Coach

In order to do this a person must work through the requirements of the Course.

All, including new candidates, need to have the following pre-requisites:

- a. knowledge to the standard of the Pony Club Course Workbook. Workbooks can be obtained from the PCT Treasurer;
- b. be a financial member of an affiliated Pony Club or the PCT ;
- c. be 18 years of age to qualify but can commence training at 16 years.

It is recommended that candidates obtain a first aid qualification.

4.15.3 To Begin

Work through the course material in your own time and at your own pace.

- a. Tick off any competencies you already have from previous qualifications/experience.
- b. Decide which method you will use to achieve the other competencies you need.
- c. Undertake further study as required and complete the Workbook & Coaching Practice Log.

4.15.4 Learning can take place

- a. Within the Club environment using other club members/coaches or people in the local area as mentors.
- b. At home using course material, reference books, DVDs etc.
- c. Attending club/zone/state training courses.

4.15.5 Final Assessment

The final Assessment will take place with a PCT State Assessor who will watch you coaching in the field. There is no end point to this process. PCT will provide assessment opportunities until competency has been reached in all areas.

4.16 MOUNTED GAMES PONY CLUB COACH

Pre-requisites to commence training

- a. Financial member of a Pony Club, affiliated through PCT with PCA Inc;
- b. Preliminary Pony Club Coaching Accreditation and completion of Modules 1, 2 and 3 Topics 1-3 excluding jumping and flatwork of Level 1 PC Coach Accreditation.

4.17 RE-REGISTRATION

When re-registration is due each 4 years, the coach will complete the Coaching Activity Form 10.4.3 and the Coaches Registration Form 10.4.2 and forward them to the State **Administrator** / Coaching Coordinator together with \$20, so that registration with the ASC can be undertaken.

4.18 COSTS

Pony Club is a voluntary movement, and as such, fees should be minimised wherever possible. Mentoring for the PPCC course would normally be done in conjunction with a club rally.

If a member of a club, ask your DC or chief coach. Non PC members contact PCT.

Pathway for Pony Club Coaches and Fee Structure

4.18.1 New Coaches

Pay coach registration fee - 4 yearly for insurance and administration fees \$20
(It is not necessary to be a member of a pony club until qualified.)

Apply for Preliminary Level Workbooks to PCT Administrator, Treasurer or Carol Hobson \$25

Attend Coaching workshop applicable to Level - 1 day Preliminary / 2days Level 1 \$20 p.d.

Apply to PCT for assessment when workbooks are completed. Some candidates may be eligible for skills recognition, for example RCC/RPL/WPT/Life skills, etc. \$50

Upgrade to next Level, apply to PCT for Level 1 workbooks and proceed as above \$30 Direct deposit

Payments can be posted with forms or deposited with PCT: BSB 632 001 Acc No 100150311

4.18.2 Reaccreditation **If qualified but not current? Lapsed?**

Attend 1 day coaching workshop at required level \$20

Once courses are completed a fee of \$20 will need to be forwarded to the State Administrator/ Coaching Coordinator for forwarding on – see officer's list for current person. They will advise the ASC of your accreditation who will issue a certificate, and a Coach's Registration Card.

Coaches remain current for 4 years.

4.19 COURSE PRESENTERS, MENTORS AND ASSESSORS

They are responsible for verifying the successful attainment of skills and knowledge, as outlined in the workbook, by signing the appropriate section of the workbook.

Courses can only be presented by qualified Course Presenters.

The PCT is responsible for approving, course presenters, assessors and mentors.

4.19.1 Presenter qualifications

Where workshops are conducted, presenters

- must be an accredited coach at the same level (or higher) as the course being presented and be approved by the PCT Coaching panel;
- must have excellent presentation skills and preferably have completed a presenter training course. Course presenters' courses are run by the Tasmanian Department of Sport and Recreation;
- have a thorough knowledge of Pony Club administration;
- believe in and uphold the Pony Club aims and objectives; OR
- for specialist presenters only – have qualifications in the area that they are presenting in (e.g. farrier, vet etc).

4.19.2 Mentors

Mentor Coaches must be at the same or a higher level of accreditation than the candidate. In the case of the specialist modules, the mentor must hold the specific specialist accreditation.

Mentors and assessors will be approved by the PCT.

Mentors will be responsible for signing off candidates' workbooks. This may be done at a workshop, at a rally, or by individual arrangement with a mentor.

Mentors should ensure that the candidate is competent prior to signing the logbook.

4.19.3 Assessors

Assessors are encouraged to use questions when checking workbooks to randomly check the knowledge across a range of activities signed off by the mentors.

Assessors will be provided with information on quality assessment and the conduct of fair, valid, reliable and flexible assessments.

Two members of the State Coaching Panel or their appointees will conduct assessments of the practical coaching component and check the completed candidate workbook.

4.20 INSURANCE FOR PONY CLUB COACHES

4.20.1 The PCA Policy

The PCA Policy provides cover to the club for:

- a. Instruction provided by **NCAS Preliminary and Level 1 Coaches** to members at authorised and/or sanctioned Pony Club Australia Inc activities.
- b. Activities undertaken by registered volunteers (including club instructors and prelim coaches) on behalf of the club at authorised and/or sanctioned Pony Club activities.
- c. A policy for PC NCAS **Preliminary and Level 1 Coaches** is available which covers coaches instructing pony club riders outside recognised pony club events. Further Information can be obtained from the PCT Treasurer.

4.20.2 Who is covered

- a. Pony Club qualified PCA NCAS Level 1 and Preliminary Coaches are covered.
- b. Club Instructors and Volunteers are covered.
- c. AON recognises that we reimburse coaches and volunteers for their travel and expenses. There is no cap on this amount as distances travelled can be excessive.
- d. A Coach who receives payment and declares this income is considered to be paid and is no longer classed as a volunteer.

4.20.3 Who is not covered

Cover is not provided for:

- a. Non PCA coaches – proof of insurance to be obtained from the visiting coach.
- b. Current EA NCAS Coaches are covered under their own Equestrian Australia Insurance policy to coach Pony Club riders at recognised Pony Club activities in the States that are insured by AON – VIC, SA, TAS, NT.
- c. EA Coaches who are currently accredited and therefore insured by AON through EA will be able to produce a Certificate of Currency to the Club on request.

4.21 INSTRUCTION MANUALS

The Manuals for instructors which candidates, coaches and assessors refer to for approved PC methods can be found in Appendix 4.2.

4.22 ASSESSORS

- Assessors should be familiar with and follow the PCA Syllabus of Instruction.
- Assessors for all level of Tests should read Section 4 developed for Club and Rider Guidelines.
- All candidates being assessed should have a positive experience.

4.22.1 Assessors Panel

- a. To remain on the panel, assessors must be active in the PC movement and they must attend current refresher courses.
- b. The names of the Assessors' Panel will be reviewed at least every three years. For names on the Assessor's panel, see Appendix 4.3.
- c. Assessors may be drawn from a higher panel to do any of the lower tests.

4.22.2 Minimum Standard of Assessors

The minimum standard of the assessors required for each test is as follows:-

- a. E, D & D* – May be nominated from within a club to test own club members.
- b. C – One assessor from the C panel.
- c. K – Two assessors, one K and the other may be from the C panel.
- d. C* – One assessor each from the B and C panels or two approved at C* level.
- e. B – Minimum of two – preferably three – assessors from the B panel.
- f. A – Three assessors from B panel, two of whom have done A before, appointed by the CCP.
- g. H – Two assessors from B panel, one of whom must have done H before.

4.22.3 K Standard Specialist Assessors

Some of the options may be assessed by specialists in their field. Apply to ZTCO.

4.23 APPOINTING NEW AND UPGRADING EXISTING ASSESSORS

All Assessors have to go through a probationary period before being upgraded to official status.

4.23.1 C Standard

- a. To become an assessor a coach must prepare a group to a satisfactory level, and follow through any supps. When this has been done the club may nominate them to the zone to become a probationary assessor.
- b. If approved they:
 - i. must sit in with an experienced assessor, (i.e. one who has been on the appropriate panel for a considerable time) on at least two occasions. The overseeing assessor must be a different one on each occasion;
 - ii. The overseeing assessor must submit a written report to the Zone Chief Coaches on each occasion. This must include their approach to, as well as their assessments of, the candidates.
 - iii. When the ZCCs are satisfied with the qualifications of the provisional assessors, they officially inform the CCP for PCT ratification.
 - iv. No two new Assessors should act together on a panel of only three, until they have done at least two tests with experienced ones.

4.23.2 K Standard

- a. **General:** Follow the procedures in Section 4.23.1b.
- b. **Specialist:** Zones may nominate specialist assessors to Zone Chief Coaches, who then contact nominee and inform them of the standard and requirements of their field.
 - i. It must be stressed to them that they are not too hard or too lenient.
 - ii. If they are agreeable and approved they are added to the zone's panel.

4.23.3 C* Standard

- a. Follow the procedures in rule 4.21.1b on at least three occasions,
- b. When the ZCCs are satisfied with the qualifications of the provisional assessors, they should be nominated to the CCP for ratification, and they officially inform the PCT.

4.23.4 B Standard

- a. Follow the procedures in rule 4.21.3 on at least three occasions.
- b. They may be required to do an examination paper before being added to the panel.

4.24 ASSESSOR'S FEES

Assessors shall be paid a fee of \$50 for a full day's practical examining, and fuel costs if requested.

Appendix 4.1 PRACTICAL TEST GUIDELINES FOR ASSESSORS

Assessor Ethics

- 1 Introduce yourself, smile, try to get the candidate to feel at ease. Make sure your first comments are positive always try to encourage, not dishearten.
- 2 Be well prepared, read through the syllabus, making special note of the outcomes, and the assessor's and rider's guidelines for that specific test (later pages) before the day so you are clear as to the standard required.
- 3 Organise your programme so it is clear and you know what you are going to ask.
- 4 Ask **Oral** questions on subjects listed in the syllabus.
- 5 If you forget something on the day don't have the candidate re-present. You cannot cover everything. Look at the whole test and the standard and presume what you forgot would be of the same standard as the rest.
- 6 Results should be notified to the ZTCO who notifies the DCs of clubs concerned. Do not tell candidates their results on the day unless you are absolutely certain and all are the same.

An exception may be made for supplementary tests. If you have told them they have passed and subsequently find otherwise you cannot ask them anything more or change it.

PCAV Workbook/Worksheets are required for **C and higher tests**. They should ideally be sighted before the practical test day.

Reports

A brief written report **on each section** should accompany the results. Reports should be written in an encouraging and positive way.

In particular if the candidate has not passed, it should point out where the weak spots are and if possible what is needed to be done to improve them.

Practical sections are now classified as competent or not yet competent.

Horse Care subjects covered should be individually commented upon so a record of those passed and failed is kept because passed sections do not have to be repeated.

A copy, agreed to by all the assessors, should be sent to the ZTCO, club, candidate and each assessor – by email is acceptable.

The record of each candidate's sectional results as well as the total mark/percentage should be kept and sent to the ZTCO.

Supplementary tests

Refer to Club and Rider Guidelines 4.9

Assessor's Expectation

If one left ones' horse for a month with a B candidate one would not expect it to go backwards, but if with an A candidate, it should be improved.

FOR TEST REQUIREMENTS FOR ALL LEVELS REFER TO THE SYLLABUS

Appendix 4.2

Reference and Workbook Manuals

Recommended Reference Books for Riders (available from the PCT Treasurer)

Riders are encouraged to obtain copies of the following reference books when taking tests. Coaches and Assessors should also be familiar with the recommended reference material.

The Australian Pony Club Council Syllabus of Instruction, 2007 edition	PCA
New Zealand Pony Club Manual No 1 (D & C Certificates) by Elaine Knox-Thompson and Suzanne Dickens	Richards
New Zealand Pony Club Manual No 2 (C* B, A & H) by Elaine Knox-Thompson and Suzanne Dickens	Richards
Manual of Horsemanship of the British Horse Society and Pony Club	BHS
All other BHS Manuals and booklets	BHS
All FEI and EA and PC Rule Books	FEI/EA/PC
Horsemastership for the Australian Rider by Kay Irving	Gateway
Pony Club Victoria D Certificate Manual (Workbook) (includes D*)	PCAV
Pony Club Victoria C Certificate Manual (Workbook)	PCAV
Pony Club Victoria C Star Certificate Manual (Workbook)	PCAV
Pony Club Victoria K Test Notes	PCAV
Pony Club Victoria K Efficiency Test Worksheets	PCAV
Pony Club Victoria B Standard Notes & B Efficiency Test Worksheets	PCAV
Pony Club Victoria H Certificate Manual (Workbook)	PCAV
Pony Club Victoria A Certificate Manual (Workbook)	PCAV

Other Reference books available from Book Stores.

The Complete Horse Care Manual – Colin Vogel	Viking
Horse Control – and the Bit, – The Young Horse, – The Rider (3 books) by Tom Roberts	Roberts
Veterinary Notes for Horse Owners by Capt. M. Horace Hayes	Stanley Paul
Truth About Horses by Andrew McLean	Penguin Viking

Recommended Reference Books for Coaches (most are available from the PCT Treasurer)

The PCA Manual of Instruction to C Standard – Kay Irving	PCA
New Zealand Pony Club Manual No. 3 – Knox-Thompson & Dickens	Richards
The Instructors Handbook of the BHS and Pony Club	BHS
Thinking Riding – Mollie Sivewright	Allen
Thinking Riding Book 2 – Mollie Sivewright	Allen
The Principles of Riding – The Official Instruction Handbook of the German National Equestrian Federation	Kenilworth Press
PCAV C Certificate Manual – Kay Irving	PCAV

Appendix 4.3

Coaching Extension for Jumping

Currently Pony Club Australia does not have Level 2 coaching in place. This means our highest level of coaching stops at C* Level.

This extension is available for Level 1 NCAS Coaches in Tasmania in the areas of show jumping and cross country who wish to coach riders up to Pony Club A Test Level and Pony Club Tasmania Grade 1 Horse Trials and Show Jumping.

This extension, if approved, permits coaches to bridge over to coach riders jumping up to 1.10m in Tasmania until such time as PCA L2 is operational.

Coaches applying for this extension shall be competent in the following areas:

- Teach correct position for SJ, JE & XC over different types of fences in these disciplines.
- Teach progressive gymnastic exercises, ride single, related fences and courses to 1.10.
- Teach how to ride over varied fences and terrain to 1.10.
- Teach how to walk courses for both XC and SJ to 1.10.

APPLICATION FORM

Send completed form to the state administrator or coaching director.

I, Name..... wish to apply for an extension to my NCAS Level 1 Coaching accreditation to enable me to coach riders that are jumping up to 1.10m.

Address.....

..... D.O.B.....

Phone Home..... Mobile

Email.....

Date Level 1 completed..... (If relevant)

In brief outline your coaching experience, riding history, and any other information you feel is relevant, i.e...How many years, variety, clinics attended, judging, etc.....