



# ABSR PONY CLUBS

## Regional Testing Protocol



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## INTRODUCTION

This testing protocol is for the members that test to C2, B or B2 (or any portion thereof) with the Region.

A-level candidates are subject to National rules around testing. The A test is not offered at the Regional level. A-level candidates will have to contact the Regional Testing Chair to discuss their plans and path to test to HA and/or RA.

This protocol is supplemental to the CPC testing requirements. It is the candidates' responsibility to familiarize themselves with all CPC testing procedures and requirements.

## BACKGROUND

CPC National testing requirements state members need to have an attendance of 60% or 'reasonable attendance' for B and up (in both riding and theory lessons) to be considered for testing. This protocol outlines how members can reach this requirement, whether or not they take all their (riding) lessons with their Branch or Center.

Volunteer hours will be part of the testing requirements in the Alberta South Region for those testing to C2 and up.

## PART 1 BASIC CANDIDATE REQUIREMENTS

### 1. Membership

- 1.1.1 Members expecting to test to C2 and up have to become members with the CPC **prior to January 15<sup>th</sup>** of the year they want to test in. This gives them enough time to participate in any educational clinics that are hosted by the Region.
- 1.1.2 An intent to test (C2 and up) will have to be sent to the Branch and Regional Testing Chair **by March 1<sup>st</sup>**.
- 1.1.3 The intent to test has to be accompanied by a '**personal testing plan**', for B/B2 candidates and for C2 candidates that cannot achieve a 60% attendance at the Branch level.

### 2 Qualifications

Current test level and age requirements

- 1.2.1 The ABS Region only accommodates MLFTs up to C1 level. There will be no MLFT to C2 level.
- 1.2.2 C2s must be 12 years of age, Bs must be 14 years of age.



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- 1.2.3 B and B2 candidates must have passed the Stable management (phase 1) test in the previous level, prior to attempting the written test for the next level
- 1.2.4 Candidates wishing to take two levels in one year may sit both written tests at the same time. This option would be available for candidates wishing to attempt both the C1 and C2 test in the same year. However, the practical portion of the tests must be completed in the proper sequence.

### Other requirements

- 1.2.5 Must have submitted a copy of the appropriate first aid certificate at least 1 month prior to the test. This certificate has to be valid for the rest of the season (until October 1<sup>st</sup>).
- 1.2.6 Must comply with attendance requirements at the Branch or Region as outlined in this protocol.
- 1.2.7 Must have fulfilled additional volunteer requirements as set by the Region.

## PART 2 ATTENDANCE REQUIREMENTS

C2 candidates are expected to participate in Branch activities and have to achieve a 60% participation at the branch level (both riding and stable management). It is the C2 candidate's responsibility to make sure they know which lessons will be counted towards attendance and discuss this with the Branch DC and/or Branch Test Rep<sup>1</sup>.

### 1. Stable management

Stable management is the first phase of the test without which they cannot move on to the riding phases. The Region organizes several clinics yearly aimed at the more practical aspects of stable management. Dates for these clinics will be set at the end of January.

The following topics will be addressed in clinics<sup>2</sup>:

#### All C2 and up candidates

1. Lunging
2. Conformation and unsoundness
3. Bandaging

#### For B2 and A candidates (highly recommended for C2 and B)

4. Teaching

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<sup>1</sup> Branches may determine whether attendance at camp and clinics in the branch would be included in the 60% rule. This has to be established at the beginning of the year, so candidates are aware what these expectations are in the branch

<sup>2</sup> These skills are part of the testing and mandatory evaluation as per the "mandatory evaluation" document on the CPC website



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Additional clinics may be offered, such as first aid for horses, tack fitting, grooming, nutrition and conditioning.

- 2.1.1 All candidates are required to attend at least one clinic covering each of the following topics: lunging, conformation and bandaging. B2 candidates must also attend at least one teaching clinic.
- 2.1.2 Candidates can substitute Regional clinics for lessons at the Branch level, only if the Branch organizes these lessons at a level appropriate for the candidate.
- 2.1.3 In exceptional circumstances (e.g. member being away from home) the Region will allow candidates to find coaches outside of the Pony Club program to help them acquire the necessary skills. Candidates have to provide the name and short resume of the coach they intend to use for such lessons.
- 2.1.4 In lieu of a bandaging and conformation lesson or clinic, a candidate may substitute attendance at such lesson for teaching the same topic to Pony Club members in their Branch or Region.  
Such lessons should at least cover materials at one level below candidate's current level (so for C2 candidates, they should cover materials up to and including C level, for B candidates up to and including C1 level and for B2 candidates up to and including C2 level).

## 2. Riding

- 2.2.1 Candidates are expected to participate in at least 9 riding events (lessons, clinics and shows) to satisfy the attendance requirement for the riding portion of the test.
- 2.2.2 As per National rules RB and RB2 candidates must have completed three XC courses at the appropriate level, either in a show or during a clinic.
- 2.2.3 The Region mandates the same rule for participation in Show Jumping events and events on the Flat (dressage, equitation). A minimum of three flat and three SJ lessons, clinics or shows are required to fulfill the riding portion of the attendance requirements.
- 2.2.4 Candidates streaming to only the flat portion or only the SJ portion of the test will be required to provide proof of only the riding applicable to their "stream". (E.g., candidates only doing the flat portion do not have to satisfy the XC and SJ requirements. Proof of three 'flat' competitions, clinics or lessons only would suffice.)

See minimum requirements in the table below:



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Level	Dressage level <i>see testing requirements for complete descriptions of required movements</i>	Show jumping heights	XC heights
C2	1 <sup>st</sup> level, test 1 <i>Lengthen stride at trot and canter, leg yield at walk and trot</i>	1.00 m (3'3")	0.90 m (3') – Pretraining
B	1 <sup>st</sup> level, test 2 & 3 <i>Lengthen and shorten at trot and canter, circles, serpentines, alternate horse</i>	1.10 m (3'6")	1.00 m (3'3") – Training
B2	2 <sup>nd</sup> level <i>Shoulder in at trot, counter canter, half pirouette at walk, rein back, alternate horse</i>	1.15 m (3'9")	1.10 m (3'6") - Preliminary

### 3 Personal testing plans

- 2.3.1 B and B2 level candidates must submit a '*personal testing plan*' to the Regional Testing Chair with their intent to test (see form attached in the appendices). This plan will need to be approved by the Regional Testing Committee.
- 2.3.2 C2 candidates that are unable to attend suitable lessons at their Branch and are thus unable to achieve 60% attendance at the Branch have to submit a '*personal testing plan*' as required for the B and up candidates.
- 2.3.3 The personal testing plan describes how candidates are planning to fulfill their attendance and volunteer requirements. It includes plans for mounted lessons, shows and clinics and for Stable management lessons
- 2.3.4 Any changes to the personal testing plan after it has been submitted will need to be approved by the Regional Testing Committee.

### 4 Event logs

- 2.4.1 All candidates will share proof of attendance through an EVENT LOG (see form attached in the appendices). This also applies to C2 candidates that have opted for a personal testing plan as described under 1.1.3. In the event log the candidate's coaches, DC or officials have to sign off on lesson and/or clinic attendance.
- 2.4.2 Event logs will have to be submitted to the Regional Testing Chair two weeks prior to the practical test.
- 2.4.3 Proof of participation in a show/competition will be provided by attaching a copy of the results to the event log. Please note that shows where the candidate is either eliminated or disqualified will not be considered.



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### PART 3 VOLUNTEER REQUIREMENTS

- 3.1 If a candidate does not fulfill their complete volunteer commitment, they will not be considered for testing. Volunteers are not expected to get paid by the organization, although a small compensation would be acceptable.
- 3.2 The following volunteer opportunities will be considered<sup>3</sup>:

	POINTS ALLOTTED
<b>Teaching category</b>	
Teaching a riding lesson	2 marks per lesson
Teaching a stable management lesson	1 mark per lesson
Assisting at a riding lesson	1 mark per lesson
<b>Officials category</b>	
Volunteering at a local (CPC) show – scribe, gate or timers	1 mark per half day
Judging at a local (CPC) show – SJ judge, tack check, SM judge	2 marks per half day
Attending the regional examiners clinic	2 marks
'Shadow' examiner at a test	2 marks
<b>Other</b>	
Active participation in the branch workbee / painting jumps etc.	1 mark per event

- 3.3 C2 level candidates are expected to accumulate 6 marks. This would easily be accomplished by teaching stable management lessons and attending the examiners clinic.
- 3.4 B level candidates are expected to accumulate 10 marks. Since they have to start focusing on teaching more, they are expected to have a minimum of 6 marks in the teaching category.
- 3.5 B2 level candidates have to show proficiency in teaching and as such will be required to accumulate 12 marks, with a minimum of 8 in the teaching category.

Please also refer to the Junior Instructor program for more information around becoming a CPC coach in the Alberta South Region.

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<sup>3</sup> Please note that any substitution lessons as discussed in the paragraph around stable management attendance requirements will not be included in this count



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### PART 4 ADDITIONAL TESTING RULES

#### 1. Written Test

- 4.1.1 The written test for C2 and up levels can be attempted as many times in a year as the National CPC provides these tests. The Region does not organize additional re-test for the written portion.
- 4.1.2 In case of illness of the candidate, only with a doctor's note, the candidate will be excused and can attempt the written test on a date TBD, but at least 6 weeks prior to the practical test.
- 4.1.3 The Region will be flexible on the location of the test, candidates may take the test at an alternate location on the same date, as long as supervision of the candidate has been arranged to the Regional testing committee's satisfaction.

#### 2. Evaluation of Candidates

According to the A/B Testing procedures, a mandatory evaluation of candidates has to be organized by the Regional testing chair for B/B2 and A candidates.

- 4.2.1 Evaluations will be carried out according to the evaluation requirements described in the "mandatory evaluation" document on the CPC website.
- 4.2.2 C2 candidates that have submitted a '*personal testing plan*' in lieu of 60% attendance at the Branch level are required to have an evaluation done. They are welcome to attend the mandatory evaluation for B/B2 candidates or set up their own evaluation, at their own cost, with an evaluator approved by the Regional Testing Committee. The evaluator will report to the Regional Testing Committee the result of this evaluation. It will be the candidate's responsibility to make sure to have access to a suitable facility and equipment.
- 4.2.3 The evaluation needs to be done at least 1 month prior to the practical test.

#### 3. Schedule of events

By January 31<sup>st</sup> the Regional Executive will announce and post on the website a schedule of events, aimed at the education and qualification of members hoping to test in that year.

Dates are set for the following events:

- Written tests (April or May)
- Regional stable management and other clinics (during the months of February to May)
- Mandatory evaluation for B and B2 (June)
- Practical test (End of July/ beginning of August)

*Approved Regional committee meeting January 20, 2022*



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## Appendices





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## Personal Testing plan – C2 level

This document has to be filled out by the candidate and signed by the DC. It must be sent to the Regional testing committee with their intent to test by March 1<sup>st</sup> of the year they plan to test in.

Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Pony Club Levels. SM: \_\_\_\_\_ Riding: \_\_\_\_\_

First aid certificate: yes /no. Type of certificate \_\_\_\_\_ Expiry date: \_\_\_\_\_

Planning to test to level: C2 SM only / C2 traditional / C2 flat / C2 jumping\* *circle appropriate option*

Planning to attend SM lessons at the branch to prepare for test yes/no

*If 'no' please fill out the Personal testing plan – SM portion - for B/B2 level*

*If 'yes': Will you attend lessons for the following subjects at branch or at regional level?*

Lunging Branch / Region

Conformation and unsoundness Branch / Region / will teach instead

Bandaging and First aid. Branch / Region / will teach instead

*If 'Branch', the DC will have to confirm with the Regional Testing Committee that candidate has attended these lessons at the Branch level*

*If 'will teach instead': date of lesson: \_\_\_\_\_ Branch: \_\_\_\_\_*

Planning to attend riding lessons at the Branch to prepare for test (if applicable) yes/no

*If 'no', please fill out the Personal testing plan – Riding portion - for B/B2 level*

*If 'yes', the DC will have to confirm with the Testing committee that candidate has attended riding lessons at the Branch and has adhered to the 60% attendance requirement as set by the Branch.*

I plan to fulfill my volunteer commitment through the following events:

### Teaching

Date	Branch	Lesson subject



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Personal Testing plan – C2 level



## Officiate / volunteer / other

Date	Name of event	Job	Time commitment

Member Signature

\_\_\_\_\_, date \_\_\_\_\_

Name of DC or Center Administrator

Signature of DC or Center Administrator

\_\_\_\_\_ , date: \_\_\_\_\_



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Personal Testing plan – B/B2 level



This document will have to be filled out by the candidate and signed by the DC. It must be sent to the Regional testing committee with their intent to test by March 1<sup>st</sup> of the year they plan to test in.

Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Pony Club Levels. SM: \_\_\_\_\_ Riding: \_\_\_\_\_

First aid certificate: yes /no. Type of certificate \_\_\_\_\_ Expiry date: \_\_\_\_\_

### STABLE MANGEMENT PLAN

How will you acquire skills/knowledge in the following subjects?

Lungeing	Regional Clinic / Other
Conformation and unsoundness	Regional clinic / will teach / Other
Bandaging	Regional clinic / will teach / Other
First aid	Regional clinic / will teach/ Other
Teaching	Regional Clinic / Other

If 'will teach instead': Branch(es) where you will teach: \_\_\_\_\_

If 'other' please provide the name and some information on the coach that will assist you with this topic.

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### RIDING PLAN

I intend to participate in the following clinics, events or lessons. Candidates must have completed three SJ and XC courses at the appropriate level, in a show or a clinic and must have attended three flat/dressage clinics/lessons or competitions at required level.

Branch riding lessons                      yes / no

Name of instructor(s) at branch lessons: \_\_\_\_\_

Expected number of lessons: \_\_\_\_\_

Riding outside of the ranch will be done at the following events

Event name	date	Coach / Clinician name <sup>1</sup>	Flat/SJ/XC <sup>2</sup>	Level <sup>3</sup>



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Personal Testing plan – B/B2 level




<sup>1</sup> Only applicable for clinics and lessons, not shows

<sup>2</sup> Indicate which of the three disciplines will be taught, or competed in

<sup>3</sup> At what level will you compete or ride

## VOLUNTEERING PLAN

I am planning to fulfill my volunteer commitment through the following events:

### Lessons

Date	Branch	Lesson subject

### Officiate / volunteer / Other

Date	Name of event	Job	Time commitment

Member Signature

\_\_\_\_\_, date \_\_\_\_\_

Name of DC or Center administrator

Signature of DC or center administrator

\_\_\_\_\_, date: \_\_\_\_\_



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TESTING EVENT LOG 2022

ALBERTA SOUTH REGION



Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Pony Club Levels. SM: \_\_\_\_\_ Riding: \_\_\_\_\_

First aid certificate: yes /no. Type of certificate \_\_\_\_\_ Expiry date: \_\_\_\_\_

## STABLE MANAGEMENT

SUBJECT	Date	Clinician signature <sup>4</sup>	Comments
Lungeing			
Lungeing			
Conformation and unsoundness			
Bandaging			
First Aid			
Teaching <sup>5</sup>			
Teaching			

## RIDING

DISCIPLINE	Date	Event name	Height/division	Coach / Clinician signature <sup>6</sup>	Comments
FL / SJ / XC					
FL / SJ / XC					

<sup>4</sup> Signature of DC when subject was taught by candidate – not applicable to lungeing and teaching

<sup>5</sup> Mandatory for B2 and up only

<sup>6</sup> Only applicable when attending a lesson or clinic. In case of a show a copy of the results has to be attached. When riding at the branch a signature of the DC will also suffice



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TESTING EVENT LOG 2022

ALBERTA SOUTH REGION



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FL / SJ / XC					
FL / SJ / XC					
FL / SJ / XC					
FL / SJ / XC					
FL / SJ / XC					
FL / SJ / XC					
FL / SJ / XC					
FL / SJ / XC					
FL / SJ / XC					
FL / SJ / XC					

## VOLUNTEERING

Event name	Job	Date	Organizer signature	Comments <sup>7</sup>

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<sup>7</sup> In the comments, please specify the subject taught and number of students (when teaching) and the time spent volunteering.