

# **EDUCATION HANDBOOK**

for  
**BRANCH DC'S**  
and  
**EDUCATION CHAIRS**



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**May 2007**

## **SO YOU WERE ELECTED, VOLUNTEERED (COERCED) INTO TAKING ON THE BRANCH EDUCATION POSITION - NOW WHAT DO YOU DO?**

When you first take on the role of branch education chair, probably with a little excitement and a lot of trepidation, you will feel like there is all the time in the world to plan a year's worth of activities. After all, it's only November and no one wants to talk about anything but the upcoming holiday party. A word of advice, **"Don't delay, start planning right away!"** There is a lot to do before you hold your first education lecture.

### **A. NOVEMBER/DECEMBER**

1. Gather reference materials:
  - Download files from the CPC website [www.canadianponyclub.org/index.html](http://www.canadianponyclub.org/index.html) See Section F. Canadian Pony Club Resources for a comprehensive list.
  - Discipline rules may also be downloaded from the CPC and COR websites. This includes information on PPG, Dressage, Show Jumping, Tetrathlon, Rally and Quiz. See Section E. Websites for more sites of interest.
  - Purchase a copy of the BCIN Study Guides; a privately compiled set of study notes and questions for the AB level, not reviewed for content by CPC. Available from your Regional Chair or regional Education Chair.
  - Contact your regional Education Chair to see what other materials are available; Question Bank, lecture notes etc.
2. Talk to your DC and branch coach(es) to find out what some of the strengths and weaknesses have been in your branch for Testing, Working Rally and Rally. Consider starting your education program with the most needed knowledge or skills.
3. Recruit older or higher level members to assist with branch lectures. Send out an e-mail to members, asking for suggestions or areas of interest.
4. If there are other parents, senior branch members or past members interested in education, recruit them to form an education committee.
5. If you do not have any senior branch members or horsey parents to run lectures, contact regional examiners or senior members from other branches to ask if they will run a branch lecture for you. (Travel expenses and/or compensation may apply.) Your DC will have a copy of the Examiners List.
6. Use some of your "free" time in December to read the reference materials. Pick your first topic and schedule a date in January.
7. Where possible, try to incorporate a game, craft, guest speaker or field trip. It will keep the members interested and it's nice to have someone else do the talking on occasion.
8. Try to include badge work in the education structure. If you do a lecture on barn safety with a tour and discussion at a well appointed facility, members can go home with a badge as well as knowledge.
9. A "hands-on" component makes learning more fun. If you are doing a tack lecture borrow items from a tack store. Feed stores can provide samples for a nutrition lecture.

## **B. JANUARY - APRIL**

1. Hold a committee meeting to brainstorm further topics and lesson plans. Consider scheduling at least one or two branch education sessions for January, February, March and April. Once show season begins and/or after Quiz, take a well deserved break. You and the kids will both need it. You can revisit education in the fall.
2. Concentrate on knowledge necessary for testing and Quiz. Here are some topics to consider. Note: the depth of information covered will change depending on the level of branch members attending.
  - Feed and Nutrition
  - Barn Safety
  - Saddlery/Tack
  - Conformation, Colour & Markings
  - Health, First Aid
  - Foot and Shoeing
  - Grooming, Clipping and Trimming
  - Trivia and miscellaneous
  - Blankets, Boots and Bandaging
  - Conditioning
3. More About the Badge Program:
  - These badges are similar to the Girl Guide program; where members are awarded patches that represent a certain set of skills/knowledge or for participation in branch or regional activities. There are two levels, junior and senior.
  - Many badges are only awarded once so it is important to keep track of which members receive what badges and when. National badges may be awarded more than once.
  - The use of an Excel spreadsheet will allow for regular updates and easy reference.
  - You can save badge recognition for a special celebration or awards night. The branch Christmas party is a good time to hand out badges. This way badges can be ordered in bunches after you know how many you need of each one.
  - Members may work on badges individually as long as they satisfy the listed requirements. This information can be presented at a branch education meeting so everyone can benefit.
4. Preparation for Quiz:
  - Spring is the time for Pony Club members to demonstrate their knowledge of horsemanship at the annual regional Quiz event.
  - Allow time in your education format for Quiz preparation.
  - Branch members who do not qualify for branch teams have the opportunity to participate through the development of a Quiz Project. This project enables branches to demonstrate visibly their knowledge of horsemanship.
  - Schedule group research sessions for project work. Some independent study may also be required.
  - Extensive resources for study are listed in Section F of this document.
  - Rules for this event can be found in the Central Ontario Region Quiz Rules Handbook, available for download from the COR website.
5. Written Exams for Testing
  - April is a great time for members to write their written exam for testing.
  - Speak to your DC or branch Testing Chair to schedule written exams while all this knowledge is still fresh.

### **C. SEPTEMBER - NOVEMBER**

Lighten up for fall sessions by scheduling field trips or demonstration topics such as:

- Natural Horsemanship
- Western Riding
- Classical Dressage
- Working in Hand
- Vaulting Clinic
- Polo Clinic
- Message Therapy
- Chiropractic
- Equine Diagnostic Centre
- Animal Rescue Centre

### **D. MORE EDUCATION OPPORTUNITIES**

#### 1. Working Rally:

- A training opportunity for young riders who are interested in further developing their horsemanship and stable management skills. It is usually hosted at a facility with sleeping and stabling accommodations over a weekend period.
- Riders do not have to be tested to attend Working Rally.
- Lessons in dressage, jumping, cross-country and stable management are included.

#### 2. Regional Education:

- Check on the Central Ontario Region website for upcoming education workshops and lectures. Some restrictions to the tested level of members may apply.
- Inform branch members of these opportunities and facilitate registration.

### **E. WEBSITES**

- Canadian Pony Club – Supplies, books, downloads, National opportunities [www.canadianponyclub.org/index.html](http://www.canadianponyclub.org/index.html)
- Central Ontario Region website – lists regional schedule and upcoming workshops [www.canadianponyclub.org/CentralOntario/index.htm](http://www.canadianponyclub.org/CentralOntario/index.htm)
- Ontario Equestrian Federation – Lists coaches, clinics and classes etc. [www.horse.on.ca](http://www.horse.on.ca)
- Ontario Horse Trials Association – lists coaches and clinics [www.horsetrials.on.ca](http://www.horsetrials.on.ca)
- Equine Canada [www.equinecanada.ca](http://www.equinecanada.ca)
- Dressage Canada – download dressage tests [www.dressagecanada.org](http://www.dressagecanada.org)
- HorseBooksEtc.com – Laminated wall charts, books [www.horsebooksetc.com](http://www.horsebooksetc.com)

### **F. CANADIAN PONY CLUB RESOURCES**

- National Education Handbook – See section on Lesson Plans.
- Testing Procedures – 2 documents, one for C/D Level and one for A/B level
- Study Guides, Workbooks, Checklists - a workbook is available at each level that indicates important pages from the required reading and questions to help members study for the written and practical tests.
- Badge Program (See section B, item 3 for more about the Badge Program.)
- Flow Charts – A basic outline of what skills and knowledge is required at each level.
- USPC Manuals – three books, available at the D, C and AB levels, one of two primary resources in Pony Club. Also available are books on Longeing, Conformation, etc.
- The British Manual of Horsemanship – The second of two primary resources, covers material at all levels.
- Question Bank – Available upon request from the regional committee