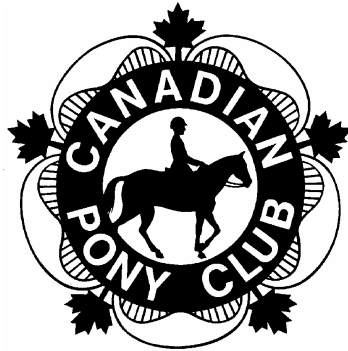


CANADIAN PONY CLUB



NATIONAL EDUCATION HANDBOOK

November 2011

Canadian Pony Club



National Education Handbook

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Documents available for download at www.canadianponyclub.org:

- Required Reading List – maintained by the National Testing Committee
- D to C2 Workbooks/Study Guides & Instructors Guides D to C2
- B/B2 and HA Study Guides
- Canadian Pony Club Resource List
- Education Grant Application & Post Report forms
- National Clinician List Inclusion Request
- Governor General's Award of Excellence Application

Testing Requirements:

- C/D Testing Procedures 2011
- A/B Testing Procedures 2011
- Requirements for C/D Examiners, Coaches and Candidates
- Requirements for A/B Examiners, Coaches and Candidates

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EDUCATION JOB DESCRIPTIONS

The National Education Chair

- ♦ is the facilitator of the National Education Committee.
- ♦ works closely with the National Testing Chair to ensure programs remain up to date.
- ♦ facilitates the development of standardized education materials and resources to meet the Testing Procedures requirements.
- ♦ co-ordinates the review and sharing of educational resources and ideas.
- ♦ co-chairs a National Testing and Education workshops and/or conferences when required.
- ♦ develops a budget for the coming year.
- ♦ communicates directly with the National Board.
- ♦ presents a report to the SAM and the AGM for inclusion in the Annual Report.
- ♦ facilitates the Governor General's Award of Excellence scholarship selection committee.
- ♦ administers the National Education Development Grant program.
- ♦ develops and updates the National Clinician's list, as required.
- ♦ maintains a list of Regional Education contacts for the purpose of related communications.
- ♦ forwards materials and information to the CPC Webmaster for inclusion in the website.

National Education committee will consist of one elected member from each Region.

The Regional Education chair,

- ♦ represents their Region on the National Education Committee.
- ♦ participates in the development, updating and approval of Education materials.
- ♦ communicates with the National Education Chair and brings forth Regional concerns and ideas.
- ♦ attends National Testing and Education Workshops/Conference, when offered.
- ♦ administers the National Education Development Grant on behalf of the Region by submitting the initial application and proposed plan to the National Education Chair by April 30th of the granting year and follows up with the required post report by October 31st of the granting year.
- ♦ continues to develop and distribute a Regional Clinician's list and contribute submissions to the National Clinician List.
- ♦ Maintains a list of Branch Education contacts for the purpose of related communications.

The Canadian Pony Club recognises the rights of all Regions to define the position and duties of their Regional Education Chair, within the context of their Regional Rules and Regulations. The National Education Committee has developed the following list of recommendations pertaining to the position of Regional Education Chair.

- ♦ works closely with Branch Education Chairs and Branch Test Chairs within their Region.
- ♦ distributes all appropriate correspondence including education materials to the D.C.'s, Education Committee and/or Senior Pony Club members.
- ♦ assesses and facilitates Regional clinics in response to needs.
- ♦ prepares a yearly budget if required by the Regional Committee.
- ♦ presents an annual Education report to their Region at their AGM each year.

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GENERAL NOTES FOR PLANNING EDUCATION SESSIONS

Possible Clinicians:

Parents & Volunteers
Equestrian Barn/facility owner
Farrier
Veterinarian
Equestrians
Professional Groom
Discipline Chairs
Breeders
Feed Company Representative
Saddle Fitter

Horse Owners
Certified Coaches
Feed Store Owner
Equine Nutritionist

Pony Club Alumni
Equine Association Leaders
Equine Masseuse
Course Designer
Course Builder

Tack Store Staff
Tack Repair Person
Race Horse Owner
Professional

Horse Trainer
Pony Club Examiners
Equine Chiropractor
Technical Delegate
Dressage & Jump Judges

An Education clinic facilitator will.....

- choose age appropriate topics and materials; younger members can be very eager to learn and should be allowed to attend non-mounted clinics as auditors on an occasional basis if they are keen. Younger members may attend in whole or just a portion of the clinic depending on the topic.
- beware of too much lecturing ; try to balance and encourage participation such as demonstrating, practising, looking up information, making notes, assembling scrap books, collecting samples, etc.

An effective clinician will....

- be prepared and organised in advance.
- work closely with the organiser and ensure that the venue is safe and suitable.
- have a fair understanding of the Canadian Pony Club level requirements & testing procedures.
- use a variety of tools to capture all learning styles and present materials in an age appropriate way, using hands on items, diagrams and hand outs.

General Suggestions:

1. Encourage the use of the Study Guides.
2. Use previous yearly tests or quiz questions to make up written work sheets to review lessons.
3. Make session handouts into a series of work books or power point slide shows that can be used again and again.
4. Devise games, relays, etc., especially for the younger members to keep learning fun. Co-operative exercises, such as working together to solve a puzzle or do a task, can also be a good exercise.
5. Some use of diagrams can be made during winter lessons but it is preferable whenever possible, and always when reviewing, to use real horses, real situations and hands-on experience as much as possible.
6. Visit stables, facilities, breeding farms, vet clinics, competitions, whenever possible.
7. Education camps. Winter is a great time to organise two and three day camps that are packed with multiple clinics.
8. Incorporate the badge program into clinics as a motivation for achievement.
9. Offer educational opportunities to parents so that they become informed and involved.
10. Riding is a Sport! Clinics promoting Fitness and Healthy life style can be invaluable.
11. Provide opportunity to apply knowledge in a practical setting.
12. Change lesson programs yearly so that long term members do not become disinterested.
13. Participate in workshops and education exchange between Branches and Regions.
14. Facilitate and assign others to help ! Avoid being overloaded. Senior Pony Club members make great mentors and instructors for younger members (see Junior Instructor's Program below)
15. Be Creative ! Remember to include activities to reach all types of learners.

JUNIOR INSTRUCTOR'S PROGRAM

Developing Junior Instructors

The Canadian Pony Club National Education Committee has set out some guidelines for establishing a Junior Instructor's Program. The Program has been divided into two areas – stable management instruction and riding instruction. While Canadian Pony Club encourages all of its instructors to have a current Emergency First Aid Certificate (or better), when the instructor does not have one, there must be an adult present who does.

Safety is our number one priority!

Stable Management Instruction

- ◆ C's may begin to assist with D and D1 stable management lessons.
- ◆ C1 and above may teach D to C stable management.
- ◆ C2 and above may teach D to C1 stable management.
- ◆ B and B2 may teach C2 and below; HA and A may teach B2 and below.

Riding Instruction

For all Instructors/Coaches of mounted activities, where the Instructor/ Coach is under 18, there must be an Adult Instructor/Coach in charge of the activity .The Adult and the junior must both have first aid training.

- a) Junior Riding Instructors/Coaches must be:
 - i) 14 years old or over and C2 or aboveor
 - ii) 16 years old or over and C1 or above
- b) Junior Assistant Riding Instructors/Coaches must be:
 - i) 14 years old or over and C or aboveand
 - ii) under the direct supervision of an Adult Instructor/Coach.

A Junior Instructor Candidate

- ◆ must be very familiar with the requirements at the level they are teaching.
- ◆ must conform to the policy regarding age and educational level, as outlined in the CPC Operations Manual.
- ◆ should be encouraged to participate in public speaking and community events.
- ◆ should begin at the D level and move progressively through the levels as they gain experience.

A Branch or Region Junior Instructor program should...

- ◆ ensure that Junior Instructors are utilised at education camps, clinics and working Rallies.
- ◆ offer assistance in choosing topics and preparing the clinic materials.
- ◆ offer "Learn to Teach" clinics as part of the general education program.
- ◆ introduce teaching by using shadow or team teaching.
- ◆ encourage Junior instructors to attend coaching theory courses
- ◆ give Junior instructors specific tasks in the lesson. i.e. warm up, exercises, cool down, set-up fences.
- ◆ encourage Junior Instructors to give mounted demonstrations.
- ◆ keep track of interested members and encourage them to also become Junior Examiners
- ◆ Encourage members to pursue instructor and coaching accreditations

EDUCATION DEVELOPMENT GRANT

The Canadian Pony Club offers an Education Development Grant of up to \$500 per year to all Regions. The amount awarded will be based on the strength of the application.

The Regional Education Chair is responsible for completing the application and Post Report on behalf of the region while ensuring that the activity suits the criteria as set out by the Canadian Pony Club. The Regional Committee should assist in choosing the activity and helping to plan. The Regional Treasurer should assist the Education Chair in the Post report by providing the financial information and receipts.

Criteria:

It may be an Education Camp held over the period of a day or more; or it may be a series of Education sessions held over several months.

Qualifying clinic/s must include a substantial portion of Stable management at any level. Clinics geared to disciplines or Testing Evaluations will not be considered.

The funds may be used to offset the costs in a break even situation or it may be used to reduce the cost to the participants.

The initial application must be received by the National Education Chair no later than **April 30th** of the granting year. The final post Report must be received no later than **October 31st** of the same year. Incomplete or late applications and post reports will not be accepted.

The application form and the Post Report form are available for download in the Downloads section of the Canadian Pony Club web site.

GOVERNOR GENERAL'S AWARD OF EXCELLENCE SCHOLARSHIP PROGRAM

The current Governor General of Canada is the Patron of the Canadian Pony Club. Each year the Canadian Pony Club offers three awards, applicable to post secondary studies, to active members who meet the application criteria.

One \$500 Award

All active members who have achieved a full C2 level and are currently or will be attending a College and University or beginning no later than September of the awarding year, are eligible to apply. At the time of the application they must have no less than one more semester before graduating. Please note that an applicant having a full "B" level will be considered a stronger candidate.

Two \$1,000 Awards

All active members who have achieved no less than a B2 Stable Management level and are currently or will be attending a College and University or beginning no later than September of the awarding year, are eligible to apply. At the time of the application they must have no less than one more semester before graduating. Please note that an applicant having a full "A" level will be considered a stronger candidate.

The successful applicants will receive an acknowledgement certificate signed by the Governor General of Canada and the Canadian Pony Club will send the cheque directly to the College or University.

It is strongly encouraged that all regions identify members who may qualify and assist them and begin preparing the documentation required in August in order to meet the **December 15th deadline**.

The application and information package are available for download in the download section of the Canadian Pony Club web site.