

# CANADIAN PONY CLUB



C/D

## Testing Procedures

2019

Current 2019 changes and Nov 2018 changes  
adding teeth/conditioning are in colour  
2018 changes are in **BLACK BOLD**



# C/D TESTING PROCEDURES 2019

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION</b> .....	<b>4</b>
A. AIMS & OBJECTIVES OF THE PONY CLUB.....	4
B. INTRODUCTION.....	4
C. GENERAL .....	4
D. LEVELS.....	7
E. STREAMING RULES .....	8
F. ORGANIZATION – REGIONAL & NATIONAL TESTING COMMITTEES .....	9
G. APPEAL PROCESS .....	10
H. DATES TO REMEMBER.....	11
J. DUTIES OF OFFICIALS .....	11
I. National Testing Chair.....	11
II. Regional Testing Chair.....	12
III. Regional C/D Testing Chair, If Any .....	14
IV. Regional Chair.....	15
V. District Commissioner.....	15
VI. Branch Test Representative.....	15
K. EXAMINERS .....	17
I. Regional Examiners .....	17
II. Criteria for National Examiners .....	18
III. Duties of Examiners (Regional & National).....	18
L. WRITTEN/ORAL TESTS.....	18
I. Computer Use In Pony Club Written Examinations .....	19
M. THE CANADIAN PONY CLUB MEMBER REQUESTING TESTING IN OTHER COUNTRIES ..	20
<b>PART 2 – ‘D’ TESTS</b> .....	<b>21</b>
A. REFERENCE BOOKS .....	21
B. QUALIFICATIONS .....	21
C. TEST ARRANGEMENTS FOR D LEVELS .....	22
D. TEST FACILITIES .....	23
I. Responsibility of Branch Test Representative.....	23
II. Responsibility Of Candidates And Parents .....	24
E. MARKING SCALE .....	24
F. CONDUCTING THE TESTS .....	24
G. REQUIREMENTS .....	25
H. D LEVEL WORKSHEETS .....	26
J. D. LEVEL INDIVIDUAL RECORD SHEETS.....	34
K. FLAT RIDE – D2.....	43
<b>PART 3 – ‘C’ TESTS</b> .....	<b>44</b>
A. REFERENCE BOOKS .....	44
B. QUALIFICATIONS .....	44
C. TEST ARRANGEMENTS FOR C LEVELS .....	45
D. TEST FACILITIES .....	46
I. Responsibility of Branch Test Representative.....	46
II. Responsibility Of Candidates And Parents .....	47

E.	MARKING SCALE .....	48
F.	CONDUCTING THE TESTS .....	48
G.	REQUIREMENTS .....	49
H.	C LEVEL WORKSHEETS .....	50
J.	C. LEVEL INDIVIDUAL RECORD SHEETS .....	62
K.	FLAT RIDES .....	75
<i>I.</i>	<i>FLAT RIDE – C</i> .....	75
<i>II.</i>	<i>FLAT RIDE – C1</i> .....	76
<i>III.</i>	<i>FLAT RIDE – C2</i> .....	77

**PART 4 – MISCELLANEOUS.....78**

A.	BRANCH TESTING FACT SHEET .....	78
B.	TEST EVALUATION FORM – BRANCH TEST REP .....	79
C.	TEST EVALUATION FORM – EXAMINERS .....	80
D.	THOUGHTS ON ATTENDING A PONY CLUB TEST – FOR PARENTS .....	81
E.	SAMPLE EXAMINER'S CONTRACT .....	82

**PART 5 - CPC GUIDE ON CONCUSSION IN OUR SPORT .....83**

## **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. Branch and Regional Tests. Tests from 'D' Level, up to and including 'C2' Level, will follow the rules and procedures set down in the Canadian Pony Club "C/D Testing Procedures". **In the interest of candidate preparation and examiner availability for the upper level tests, it is recommended that C2 be run concurrently with B/B2 regional tests .Regions may choose to host regional tests at any level.**
2. Candidates, Instructors, Examiners, Test Organizers and all others responsible for recommending or preparing candidates for testing:
  - a) must be familiar with the current C/D TESTING REQUIREMENTS FOR EXAMINERS, COACHES AND CANDIDATES for the Level;
  - b) must be familiar with the publications currently approved as required reading;
  - c) should also have access to all other recommended reading material.
3. Since members may join the Canadian Pony Club at any time having achieved the age of 6 years up to the age of 24 years, and at various levels of knowledge and ability, although minimum age requirements must be adhered to, there is no set speed at which a member must advance. As each level deals with different facets of horsemastership and training of the horse and rider, most members will be examined through all levels, regardless of their age and riding ability

- a) Tests are not required for members in the 'E' (Elementary) Level. Beginners are of the 'E' category until such time as they are considered ready for upgrading into 'D' Level.
- b) Permission to take a test shall be granted to those candidates who have been examined into their present Level by approved Examiners and meet the eligibility requirements in the Levels chart (see pg 6)..
- c) Regional records of Level 'C2' Tests will be used to guide the Regional Testing Chair in approving 'B' applications. Results from all C2 tests must be forwarded to the National Testing Chair and the National Office on the appropriate form.
- d) The final year of the active member's eligibility for testing in the Canadian Pony Club is that which they are 24 years old prior to January 1st.

- 4. Candidates will be tested in all practical phases.
- 5. The Examiner has the prerogative to stop or postpone all or part of the test due to safety, bad footing, unsoundness or unsuitable facilities. It will be the Branch Test Representative's responsibility to set up testing for phases not completed, as soon as possible. It is not necessary to use the same Examiners.
- 6. The Senior Examiner may ask a candidate to withdraw at any time in the interest of safety in all phases of the test.
- 7. A mark of zero anywhere on a practical test, up to and including C2 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 phase provided that they stay a minimum of 20 meters from the rings, including the warm-up area.
- 9. **Video recording is allowed but must be done a minimum of 20 meters away and permission must be obtained prior to any recording from all candidates. Recordings may not be used for protests.**
- 10. Any candidate may be asked to withdraw from a test by the Branch Test Representative or the Regional Testing Chair for the following reasons.
  - a) abuse of horse.
  - b) rudeness.
  - c) unsportsmanlike conduct.
  - d) safety concerns

#### 11. Multiple Level First Test (MLFT)

At the discretion of the District Commissioner and Branch Instructor, in co-operation with the Regional Testing Committee (**Regional Test Chair must be notified before the test**), a new member with previous equine experience may be recommended for a one time test of multiple levels of both stable management and riding (up to and including 'C2' Level Test), to what is considered to be their present level of achievement.

- a) Current age restrictions must be observed.
- b) Candidates must take all potential written tests at one time prior to the test, passing all successfully.
- c) Candidates must first be tested successfully by qualified examiners through all levels of the SM portion of the Multiple Level First Test up to the desired level. This page becomes part of their Individual Record Sheet.
- d) Once the MLFT worksheet for SM is completed, candidates are then tested on the Phase 1 Worksheet at the desired level and an Individual Test Record is completed

e) Next, a riding test will be marked by the examiners on the MLFT worksheet up to the desired level. This is followed by a complete riding test at the desired level using the Phase 2 Worksheet and a completed Individual Test Record.

f) If the candidate is successful in passing both phases, **Worksheets Phase 1 SM and Phase 2 Riding**, at the recommended level, they may be awarded certificates and discs up to and including this level. If they do not meet the standard, the Examiners shall determine to what level they may be certified and complete those worksheets and Individual Test Records.

g) This MLFT will be considered one test. Examiners must **have sufficient time scheduled to complete the additional portions of this test.**

h) After taking this first test, a candidate must be tested through each successive level in both the stable management stream and riding streams. Candidates must not skip a level.

i) Only one multiple level test is allowed.

**k) Full resulting paperwork must be reviewed by Regional Test Chair.**

## 12. Horsemasters

**a) Horsemasters are welcomed to test under the same requirements as active members.**

**b) New Horsemasters never having been CPC members in the past, similar to new active members, may make one use of the Multiple Level First Test (MLFT – see item #11 above).**

**c) New Horsemasters who are returning to CPC membership may return to testing:**

**i) at the level achieved as an active member**

**ii) choose a lower level to resume testing**

**iii) make one use of the MLFT if the Horsemaster has not been an active member for at least 10 years.**

**13. Accommodations – All accommodations for special needs must be made through the Regional Test Chair. Proper medical authorization needs to be in place before the accommodation can be properly determined. They cannot be verbally approved by the branches. (See CPC Operations Manual – Membership Policy and Accommodation Program of the CPC Equity Policy)**

## D. LEVELS

LEVELS	ELIGIBILITY REQUIREMENTS	TEST	APPROVED EXAMINERS	AWARD TO MEMBERS
'D' LEVEL	All new members 7 years or older	'D' LEVEL Phase 1 & 2	Region	Passport endorsed as 'D' and yellow disc
'D SM'	All new members 7 years or older	'D' LEVEL Phase 1	Region	Passport endorsed as 'D SM' and ½ yellow disc
'D1' LEVEL	Passport endorsed as D 8 years or older	'D1' LEVEL Phase 1 & 2	Region	Passport endorsed as 'D1'
'D1 SM'	Passport endorsed as 'D' or 'D SM' 8 years or older	'D1' LEVEL Phase 1	Region	Passport endorsed as 'D1 SM'
'D2' LEVEL	Passport endorsed as 'D1' 9 years or older	'D2' LEVEL Phase 1 & 2	Region	Passport endorsed as 'D2'
'D2 SM'	Passport endorsed as 'D1' or 'D1 SM' 9 years or older	'D2' LEVEL Phase 1	Region	Passport endorsed as 'D2 SM'
'D2 FR'*	Passport endorsed as 'D1' 9 years or older	'D2' LEVEL Ph 1&FR	Region	Passport endorsed as 'D2 SM' & 'D2 FR'
<u>'D2 FR/SJ'*</u>	<u>Passport endorsed as 'D1' 9 years or older</u>	<u>'D2' LEVEL Ph 1&amp;FR/SJ</u>	<u>Region</u>	<u>Passport endorsed as 'D2 SM' &amp; 'D2 FR/SJ'</u>
'C' LEVEL	Passport endorsed as 'D2' 10 years or older	'C' LEVEL Phase 1 & 2	Region	Passport endorsed as 'C' and green disc
'C SM'	Passport endorsed as 'D2' or 'D2 SM' 10 years or older	'C' LEVEL Phase 1	Region	Passport endorsed as 'C SM' and ½ green disc
'C FR'*	Passport endorsed as 'D2' or 'D2FR' 10 years or older	'C LEVEL' Ph 1&FR	Region	Passport endorsed as 'C SM' & 'C FR'
<u>'C FR/SJ'*</u>	<u>Passport endorsed as 'D2' or 'D2 FR/SJ' 10 years or older</u>	<u>'C' LEVEL Ph 1&amp;FR/SJ</u>	<u>Region</u>	<u>Passport endorsed as 'C SM' &amp; 'C FR/SJ'</u>
'C1' LEVEL	Passport endorsed as 'C'	'C1' LEVEL Phase 1 & 2	Region	Passport endorsed as 'C1'
'C1 SM'	Passport endorsed as 'C' or 'C SM'	'C1' LEVEL Phase 1	Region	Passport endorsed as 'C1 SM'
'C1 FR'*	Passport endorsed as 'C' or 'C FR'	'C1' LEVEL Ph 1&FR	Region	Passport endorsed as 'C1 SM' & 'C1 FR'
<u>'C1 FR/SJ'*</u>	<u>Passport endorsed as 'C' or 'C FR/SJ'</u>	<u>'C1' LEVEL Ph 1&amp;FR/SJ</u>	<u>Region</u>	<u>Passport endorsed as 'C1 SM' &amp; 'C1 FR/SJ'</u>
'C2' LEVEL	Passport endorsed as 'C1'	'C2' LEVEL Phase 1 & 2	Region + 1 B Examiner	Passport endorsed as 'C2'
'C2 SM'	Passport endorsed as 'C1' or 'C1 SM'	'C2' LEVEL Phase 1	Region + 1 B Examiner	Passport endorsed as 'C2 SM'
'C2 FR'	Passport endorsed as 'C1' or 'C1 FR'	'C2' LEVEL Ph 1&2Sec1	Region + 1 B Examiner	Passport endorsed as 'C2 FR'
<u>'C2 FR/SJ'*</u>	<u>Passport endorsed as 'C1' or 'C1 FR/SJ'</u>	<u>'C2' LEVEL Ph 1&amp;FR/SJ</u>	<u>Region</u>	<u>Passport endorsed as 'C2 SM' &amp; 'C2 FR/SJ'</u>

All ages are prior to January 1<sup>st</sup> of the current year.

\* In all cases, the SM phase must be completed prior to or concurrently with the riding phase

**E. STREAMING RULES**

As well as the complete test, members may now choose to test in four alternate streams.

1. A candidate may attempt the test levels sequentially in any one of the following ways:
  - a) **Traditional** - as a complete test (stable management plus complete riding phases)
  - b) **Stable Management (only) – SM** - beginning at D level. **Note – at B level, stable management refers to the HB. At the B2 and A levels stable management refers to B2SM and ASM.**
  - c) **Stable Management, Flat Ride (omitting all jumping - beginning at D2 level) – SM/FR**
  - d) **Stable Management, Flat Ride, Stadium Jumping (omitting cross country – beginning at D2 level) SM/FR/SJ**
  - e) **Horsemastership – beginning at B level. These tests (HB, HB2, HA/SA)** are multiple phase tests **including lungeing and teaching.**
2. Candidates must successfully pass the Stable Management (SM) phase of each level at the same time as the riding phase, or prior to the riding phase, unless the test is conducted during the same testing experience (over the weekend).. One cannot attempt only the riding phase at any level unless they have already passed the SM phase, except at RA.
3. Candidates may move up the SM stream, one level at a time, without taking the riding level up to ASM. In order to be examined in the “Horsemastership” stream at HB2 and then HA, including the B2/HA teaching components, a candidate must have achieved a full C2.
4. Members who **did not access the Multiple Level First Test (MLFT) at their first pony club test and who** have achieved multiple stable management levels above their current riding level will be permitted a one-time MLFT opportunity to test up to their current SM level (up to and including C2 level). They will be tested at the discretion of the branch or regional test organizer, using the MLFT worksheet (CPC website). **The riding test will be marked by the appropriately qualified examiners on the MLFT form up to the desired level, followed by a complete riding test at the desired level using the Test Worksheet and a completed Individual Test Record. The MLFT document is attached to the Individual Test Record.**
  - i) If the candidate is successful in passing the recommended level, they may be awarded certificates and discs up to and including this level. If they do not meet the standard, the Examiners shall determine to what level they may be certified.
  - ii) This MLFT is considered one test.
  - iii) After taking this test, a candidate must be tested through each successive level in both the stable management stream and riding streams. Candidates must not skip a level.
  - iv) Only one multiple level test is allowed.
5. When a candidate is testing in any stream, they must attempt all stable management, riding, teaching and lungeing phases and sections of the stream at the test. Partial testing, only testing some phases, is only permitted to complete those where they DNMS on a previous attempt.
6. If a candidate moves to a Flat Ride or Flat Ride/Stadium stream, this move will be considered permanent. To add additional streams, any and all missed or partially tested phases must be tested again as in the original stream.
7. Remember candidates may only take two tests a year. Careful planning may be required to catch up.



8. Candidates will only receive their certificate and full disc by taking the “complete” test. Candidates may receive a half disc when they MS (meet the standard) of the DSM (yellow), CSM (green), HB (red) and SA (orange).
9. All requirements, including age, 60% participation, First Aid, mentoring forms, coaches’ signature, etc. will apply to the new streams at the same levels in the same manner as the “complete” program.
10. 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) Members
    - i) Regional Testing Chair, elected at the Regional AGM.
    - ii) D, C, B, B2 and Jr Assistant Testing Chairs as created by the Regional Committee, if any.
    - iii) In the event that none of the elected members are approved examiners, regions may appoint at least one examiner (two, if preferred). Term of office is one year.
    - iv) Regional Chair.
  - b) Additional Members  
Each Region may elect, for a one-year term, additional members as required by the region.
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 Committee resign, or otherwise is replaced before their term of office is completed, the replacement member shall hold office only until the completion of the term of office of the member they replace.
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 the results of, D through C2 testing.

### Members of the Board of Appeal

- Chair of the Regional Testing Committee or their designated representative
- A Senior regional examiner not from the test in question.
- A Branch Test Representative not from the test in question

No member of the appeal panel may have been a participant in the test.

Fee: A fee of \$50.00 must accompany the official appeal, the cheque made out to the region. This fee is to be returned if the appeal is upheld.

C and D level tests may have been organized by the branch or the region.

### Procedure to follow:

1. Candidates, age 18 or over, must initiate an appeal on their own behalf. Under age 18, candidates and/or their parents/official guardians may submit an appeal, which must be signed by both candidate and parent/guardian.
2. The appeal, accompanied by the Fee for Appeal, shall be forwarded to the Regional Testing Chair no less than 48 hours and no more that 7 days following receipt of the test results. Original documents with signatures must be delivered by regular mail, courier, or by hand. No other form of delivery will be accepted.
3. The Regional Testing Chair shall contact the examiners and Branch Test Representative from the test in question immediately, in writing, when the appeal is launched, to request their written input to the appeal. The examiners and Test Representative shall respond within 7 days. These documents will be immediately forwarded to the Board of Appeal. If the test was regionally organized and supervised by the Regional Testing Chair, their designate will perform all duties of the Regional Testing Chair throughout the appeal process.
4. A copy of the appeal should be forwarded to the Regional Chair.
5. Decision of the Board of Appeal will be forwarded to the Regional Testing Chair within a period of 21 days of receiving the materials. The Regional Testing Chair will forward the result to the applicant, the Regional Chair and the National Testing Chair.
6. If the appeal is denied, the applicant may make a further appeal to the National Testing Chair. Another cheque for \$50.00 must accompany the second appeal. The members of the Board of Appeal at the National level shall be a National Examiner, a Regional Testing Chair of another region and the National Testing Chair or their designated representatives.
7. The appeal fee will only be returned at the level the appeal is upheld.
8. The opinion of the Examiners is not subject to appeal.

**H. DATES TO REMEMBER**

- a) Examiner Lists
  - a) National List  
Regional Testing Chair to submit update requests 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 1<sup>st</sup>. HA test prepared by December 1<sup>st</sup> for writing in January. All other tests forwarded to National Testing Chair by February 1<sup>st</sup>. Tests distributed to regions March 31<sup>st</sup>.
3. **Written Test Marking Panels**  
‘A’ - Interested National Examiners may submit their names and addresses through their Regional Testing Chairs to the National Testing Chair by December 1st. National Testing Chair will choose four for the panel.  
‘B’ and ‘B2’ - Regional Testing Committee name and approve marking panel one month prior to test date. Panel should include at least one national examiner, preferably two, appropriate to level written.  
‘C’ and ‘D’ Levels – Branch and/or Region decision.
4. Written Test Dates  
‘C’ and ‘D’ – Branch and/or Region to dictate. Branches should allow candidates to re-write tests. Recommend the re-write be a minimum two weeks from receipt of written results and precede the practical by one month – branch to determine when rewrites actually offered.
5. Testing Reports – each branch must submit testing results, including Examiners’ names, on a Test Result Report Form, available on the national website. The report must be submitted to the Regional Testing Chair and the Regional Membership Chair as soon as possible after testing is completed.

**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.
  - c) Ensure that written tests are prepared, and approved tests are dispatched.
5. Maintain accurate records of all testing results C2 and above, including the examiners used in each case and forward a copy to the National Office.
6. Prepare an annual report on testing results for presentation at the Annual General Meeting of the Canadian Pony Club.

7. 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.
8. '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 Testing 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 Test Record sheets, passports, discs and certificates to candidates with copies of Individual Test Record sheets and Test Result Report form to the Regional Testing Chair
  - i) File application forms, copies of individual record sheets, test result report forms and test evaluation forms as completed by candidates, examiners and test chair.
  - j) Arrange honorarium and travel expense payment for examiners and candidate rebates.**

## **II. Regional Testing Chair**

1. Be very familiar with the Testing Procedures. It is highly recommended that the Regional Testing Chair have experience as a Branch Test Representative.
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. File accurate copies of all 'C2', 'B' and 'B2' Testing on the Test Report Form (see website) and forward copies to the National Testing Chair and Regional Membership Chair, with a copy to the National Office.
5. **Encourage the Branches and the Region by arranging testing-related courses or clinics for C/D instructors and Test Representatives.**
6. Examiners
  - a) Prepare and distribute a Regional Examiner's List as required, minimum annually
    - i) Keep up to date records on the testing done by each examiner, track examiner qualifications and maintain the examiner list..
    - 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 approval of the Regional Testing Committee, have the authority to determine the continuing capability and classification for examiners.
  - b) Organize Regional Examiner's clinics for all D, C and **National level examiners. National Examiners can be clinicians.** 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 1<sup>st</sup>, along with any new National Examiner's Applications, with a copy of both to the National Office.
  - d) Keep all local examiners, both regional and national, informed of new information.

## 7. Branches

- a) Be responsible for distributing to the D.C.'s all testing materials and communications from the National Testing Chair.
- b) Keep accurate copies of all Branch testing records – dates of test, names of candidates, results, names of Examiners including examiners auditing tests.
- c) Distribute the new tests when they become available each spring to Branch Test Representatives..
- d) Keep the Branches informed as to changes in the Testing Procedures and the rules for running Branch tests. An annual T&E workshop for branches and a Branch Testing Fact Sheet is a good idea.
- e) Help Branches with any testing problems and be available to answer their questions.

## 8. Regional B and B2 tests

- a) Arrange for a date, location and supervision for the written tests. With examiners and additional knowledgeable people as required, mark the B and B2 written tests. No one on these marking panels should be family members or family friends of candidates writing. Send results to the candidate and Branch Test Representative immediately. Return the tests to the candidates as soon as possible.
- b) Approve applications of candidates for Regional and National testing. Before approving 'B', 'B2' and HA/RA applications, ensure that candidates have met the requirements.
- 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 HB test will include Phase 1 (Stable Management) and Phase 4 (Lungeing). The RB Traditional test will be Phase 2 – Section 1 (Riding on the Flat) and Phase 2 – Section 2 (Riding over Fences) of the B test. The RB Flat Stream test will be Phase 2 – Section 1 (riding on the Flat). The RB Stadium Jumping Stream will be Phase 2 – Section SJ (Stadium ) The HB2 test will include Phase 1 (Stable Management), Phase 3 (Teaching) and Phase 4 (Lungeing a Rider) of the B2 test. The RB2 Traditional test will be Phase 2 – Section 1 (Riding on the Flat) and Phase 2 – Section 2 (Riding over Fences) of the B2 test. The RB2 Flat Stream test will Phase 2 – Section 1 (Riding on the Flat). The Stadium Jumping Stream will be Phase 2 – Section SJ (Stadium). 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 appropriately qualified examiners.
- e) Set up a mandatory evaluation by a national examiner for all combinations of your B, B2 and A candidates, preferably at least 8 weeks ahead. Examiner must not be a member of that candidate's test panel or the candidate's coach. Review the document CPC Mandatory Evaluation (see website).
- f) Be the safety officer or designate someone to fill this position at the test.
- g) All costs relating to 'B' and 'B2' testing are the responsibility of the Region and fees should be set accordingly.
- h) 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.
- i) Assist examiners with paperwork as required i.e. arithmetic, writing comments, **completion of forms including signatures**, etc.
- j) Return **completed** passports and appropriate certificates **and discs** directly to the candidates. **Retain and copy all Individual Test Records for your regional records before returning to candidates.**
- k) File within the Region copies of all 'C2', 'B' and 'B2' Individual Test Records and copies of all Test Result Report Forms (see #4 above).

- l) Submit completed Test Result Report Forms of all 'C2', 'B' and 'B2' tests held in Region to the National Testing Chair, including dates, examiners, candidates' names, birth dates, branch and marks in each phase (see #4 above).
  - m) Submit a copy of all Test Report Forms to your Regional Membership Chair (see #4 above).
9. National HA/SA and RA tests
- a) Notify all potential 'RA', 'SA' and/or 'HA' candidates of application deadlines.
  - b) Assist with submitting A Level Written Application forms and 'HA'/'SA' and 'RA' Intent to Test forms by November 1 to National Testing Chair.
  - c) Assist with submitting written test fees, by November 1 to CPC Treasurer.
  - d) Assist candidates in submitting their 'HA'/'SA' and 'RA' Test Application forms by March 1. (See Dates To Remember #5)
  - e) Submit the names of National Examiners interested in being members of the 'A' written test marking panel, one month prior to test date.
  - f) Set up a mandatory evaluation by a national examiner for all combinations of your HA/SA and RA candidates, preferably at least 8 weeks ahead. Examiner must not be a member of the test panel. Review the document CPC Mandatory Evaluation available on the national website.
  - g) If 'RA' and/or 'HA' test is to be held in your Region, coordinate test dates and confirm practical test location with the National Test Chair as early as possible, preferably by mid February.**
  - h) Regions are required to provide local travel for the examiners and on-site meals for examiners, candidates and candidate assistants. Accommodation, flights and off-site meals for 'RA' and 'SA/HA' examiners are the responsibility of National Testing.
  - i) With assistance from the National Testing Chair, organize National tests held in their Region, or appoint an official to represent the Region. The Regional Testing Chair has the responsibility **to arrange required lunge horses and students and** 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.
  - j) Out-of-Region candidates may be offered billeting and a Candidate's Assistant, if possible.**

### **III. Regional C/D Testing Chair, If Any**

\*\*\*\* In Regions that do not wish to name a C/D Testing Chair, combine the following duties with those of the Regional Chair or the Regional Testing Chair.

1. Ensure that all branches within the Region are kept fully informed regarding regionally approved testing matters for the 'D' Level Test up to and including 'C2' Level Test.
2. Make decisions as a member of the Regional Testing Committee.
3. Distribute one complete set of all National 'C' and 'D' written tests to each branch.
4. In co-operation with the Regional Committee, annually revise the Regional C/D Examiners list, and approve new Examiners. Ensure that copies of this list are distributed to the branches.

5. Encourage the Branches and the Region in arranging testing-related courses or clinics for C/D instructors, **Test Representatives** and **all regional and national** Examiners.
6. On request, assist the branches regarding test arrangements, Examiners and other matters pertaining to conducting 'C' and 'D' tests.
7. On request, attend testing in an advisory capacity, or appoint some other informed person to represent them.
8. Maintain accurate ongoing records of all 'C' and 'D' regional testing, as submitted by the branches. These records must include names of all Examiners used in the testing. Remember to include the names of any examiners auditing the test.
9. Forward to the Regional Testing Chair complete results of 'C2' Level Tests. Include all candidate names, birth dates, branch names, names of Examiners used (**including audits**) and recommendations of the Examiners.
10. Bring to the attention of the Regional Committee and Regional Testing Committee any testing situation in the Region that is felt to require Regional consideration.

#### **IV. 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. Sign Examiner forms for all newly recommended regionally approved National Examiners, if required.
4. In Regions with no C/D, 'B' or 'B2' Testing Chair, share the applicable duties with the Regional Testing Chair, as needed.

#### **V. 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.

#### **VI. Branch Test Representative**

##### DUTIES BEFORE TEST DAY:

1. Order adequate testing supplies for Branch operation (pins, discs, **certificates**, etc). Download the current **C/D Testing Procedures as well as the C/D TP Requirements for Examiners Coaches and Candidates (see website)**.
2. Ensure that all branch Members have access to the current C/D Testing Procedures as well as the C/D TP Requirements for Examiners Coaches and Candidates available for download (see website).
3. Ensure that members' coaches are issued the current C/D TP Requirements for Examiners Coaches and Candidates available for download (see website), prior to signing the Application to Test.
4. **A/B Testing**
  - a) Ensure names of all members eligible for A/B Testing are forwarded to the Regional Testing Chair.
  - b) Accompany branch candidates to the B/B2 level tests and observe or appoint another branch official to represent the branch.**

5. C/D Testing

- a) Establish regular times each year for Branch 'C' and 'D' tests.
- b) Complete the Application to Test (top portion – see website) and distribute to each candidate. Assist candidates with obtaining the required approval signatures by the application deadline. By signing this application it ensures that all candidates are recommended by their instructors as fully prepared before they are tested into the next Level, and that candidates are aware of what they are to be tested on well before the test date. **Ensure that required first aid certificates are attached to the C2 applications (for Regions hosting C2 at the Branch level). See Part 3 B Qualifications #12**
- c) **In coordination with Regional Testing, arrange for the written test to be completed by candidates, and marked by Branch personnel so results can be returned to the candidate for review well before the practical test. Practical testing must be at least 30 days after the written test date, and preferably 30 days after receiving their written test results.**
- d) Arrange practical test dates and locations, and in co-operation with the Regional Testing Chair, contact the necessary number of Examiners to ensure efficient testing.
- e) Set up the test day schedule with input from the Senior examiner.
- f) **If the Branch Test Rep has a child in the test, an alternate Test Rep must be found for the duration of the test**
- g) **Prepare all paperwork and have it ready for the examiners. Candidate names should be filled in before the examiners receive the forms.**

DUTIES ON THE DAY OF THE TEST:

1. **Be the safety officer or designate someone to fill this position.**
2. Organize food and refreshments for the candidates and the examiners.
3. Collect passports and certificates (if used in the region) **prior to the start of the test.**
4. Have the Senior Examiner check the applications at the beginning of the test and sign them.
5. Keep the test moving, help to keep the examiners on schedule.
6. Observe the entire test.
7. **Act as a buffer between parents and the examiners.**
8. **Act as liaison between the candidates and the examiners.**
9. Sit in on the final discussions and help with adding and final paperwork.
10. Ensure that all paperwork is completed and signed.
11. Attend critique for **each** candidate **as the candidate's representative.**
12. Copy, then return individual record sheets, passport and certificates to candidates.



**DUTIES DAY AFTER THE TEST:**

1. Forward a copy of completed Test Result Report Form (website) to the Regional Testing Chair and Regional Membership Chair **immediately** following the test. Remember to include the names of any examiners auditing the test.
2. **Copy then return Individual Test Record to candidates.**
3. Keep copies of **Individual Test Records for** all active branch members **on file**.
4. Maintain an ongoing branch file to store all Test Result Report Forms. **This file is to be passed along to your successor.**

**K. EXAMINERS**

1. It is the responsibility of the Regional Committees, in co-operation with the Regional Testing Committees, to annually recommend reclassification of its Examiners, according to testing records of the past year.
2. Examiners shall be appointed for a two year term, and active Examiners are eligible for re-appointment
3. Anyone accepting a position as an Examiner, either National or Regional, must be prepared to give sufficient time to Pony Club to warrant their appointment.

**I. Regional Examiners**

1. 'C' & 'D' Examiners – These Examiners are selected and trained within the Regional organization. Regions shall maintain records on active Examiners. Whenever possible, it is suggested that Pony Club graduates be encouraged to become examiners and Junior 'B' National Examiners be used to complete their qualifying assists. A Regional Chair or Vice Chair, who is also a qualified Examiner, may test in the Region if necessary.
2. It is the responsibility of the Branches and Regions to annually revise the Regional 'C' and 'D' Examiner lists. Preference should be given to 'A', 'HA', 'RA' and 'B2' senior members or graduates.
3. Senior Pony Club Members may be listed on the Regional Examiner's List and used to examine provided that:
  - a) they are 1 full level above the level to be tested.
 

i.e. C's may test D's	B's may test to C
C1's may test D – D1	B2's may test to C1
C2's may test D – D2	A's may test to C2
  - b) they do not instruct the candidates they will be testing.
  - c) they are on a panel with experienced adult Examiners (this does not apply to A level members who could serve as the Senior Examiner up to C1.)
  - d) They have attended an Examiner's clinic, completed an Examiner Application, and met the Regional Examiner requirements to be placed on the Regional Examiners List.
4. A's should be encouraged to assist at C2 tests and to observe at B tests so that when they turn 21 they can apply to be on the National Examiner's List.
- 4.5. Regions must provide a set of requirements for examiner advancement to higher testing levels similar to those used with the National Examiners.

**II. Criteria for National Examiners**

For more detailed information see the current A/B Testing Procedure Requirements for Examiners Coaches and Candidates.

Newly recommended National Examiners are required to complete and submit to the National Testing Chair a Basic B Examiner's Application. Recommendations should be based on experience gained in 'C' and 'D' regional testing. Preference should be given Pony Club 'A' graduates of 21 years of age or over.

**III. Duties of Examiners (Regional & National)**

1. Be familiar with Testing Procedures and the Requirements for whichever Level is being tested.
2. Inform the Branch Test Representative if there are any conflicts of interest such as the Examiner being a regular instructor, friend or immediate family member of one of the candidates.
3. Arrive at test site at established time, and spend as much time as may be necessary to conduct a satisfactory testing.
4. Make every possible effort to put the candidates at ease. Leave both candidates and branch/regional officials with a clear understanding of the reasons for their decisions.
5. Sign all Individual Record Sheets, Test Result Report Forms and passports and return them to the Branch Test Representative. Senior Examiner must sign acknowledgement of having read the Applications to Test.
6. Present travel vouchers or mileage (distance driven), if applicable, to the Branch/Regional Test Representative.
7. Notify the test organizers AT ONCE if circumstances will prevent them from attending a testing as arranged.
8. The Examiner has the prerogative to stop or postpone all or part of the test due to safety, bad footing, unsoundness or unsuitable facilities. It will be the Branch Test Representative's responsibility to set up testing for phases not completed, as soon as possible (must be within 12 months). It is not necessary to use the same Examiners.
9. Submit a Test Evaluation Form to the Regional Testing Chair for each test.

**L. WRITTEN/ORAL TESTS**

1. Written tests should be written well ahead of the practical test, **at least 30 days ahead**. Re-writes may be available for failed written tests at the discretion of the region. For branch tests, a minimum two weeks from receipt of results is recommended for the re-write and the re-write should precede the practical test by one month. Branch 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 marked 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 successfully complete the SM phase at D and C levels. If the SM phase of the practical test is not passed by this time, the candidate must take the written test again to be eligible to continue. If the SM phase is completed successfully, the candidate need not rewrite before the Riding phase is attempted. Candidates must apply and pay for each practical test.
8. Candidates who have passed the written test, then are unable to proceed to the practical phases due to candidate's illness or horse's lameness 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 'C2' Level.

### ***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 Testing 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 or .rtf files must be operating and only one initially empty file (in which the candidate is recording answers) may be open 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) Candidates are not allowed to access the internet, e-mail or any other internal or external source of information while sitting the examination.
  - 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.
3. 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 Testing 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.

4. 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.

5. Other electronics

- a. Candidates must surrender to the invigilator at the beginning of the exam all cell phones, smart phones and other electronic devices. These will be returned when the candidate leaves the examination room after finishing the examination.

**M. THE CANADIAN PONY CLUB MEMBER 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.

**PART 2 – ‘D’ TESTS**

Organizing and conducting tests within these Levels is the responsibility of the Regions. The standards of achievement expected must adhere to the requirements set down in the current C/D Testing Procedure Requirements for Examiners Coaches and Candidates.

**A. REFERENCE BOOKS**

Candidates, Examiners, test organizers and instructors should all be familiar with the Requirements for all ‘D’ Levels and with the following:

<u>Required Reading List</u>	<u>Resource Reading List</u>
<p><b>E to D1</b> USPC D Level (1994/2012) Manual of Horsemanship, 13<sup>th</sup> – 14<sup>th</sup> Ed.</p> <p><b>D2</b> All of the above plus USPC C Level (1995/2013) current C/D Testing Procedures current C/D TP Requirements for Examiners, Coaches and Candidates</p> <p>NOTE: Members are responsible for all reading material up to and including their current level. Book details are available on CPC website – Downloads area.</p>	<p><b>E to D1</b> Happy Horsemanship, Dorothy Henderson Pinch</p> <p><b>D2</b> Horsemaster’s Notebook 3<sup>rd</sup> or 4<sup>th</sup> Ed.(vet section not approved), Mary Rose Know Your Horse, Lt Col W. S. Codrington Saddlery, Elwyn Hartley Edwards Riding and Road Sense Keeping A Pony at Grass Training the Young Horse &amp; Pony Are You Ready – One and Two Threshold Guides Discipline Rules Provincial Highway Rules (that apply to horses)</p> <p><b>NOTE:</b> The resource list is made of acceptable reading materials for extra information. Test questions will only be taken from the required reading list.</p>

**B. QUALIFICATIONS**

To qualify for any testing, a member must:

1. In the opinion of the Branch Instructor, be capable of all the requirements listed in the current C/D Testing Procedure Requirements for Examiners, Coaches and Candidates for the level they are attempting.
2. Have successfully completed the level immediately preceding the level they wish to attempt. Candidates wishing to take two levels in one year may sit both written tests at the same time. However, the practical portion of the tests must be completed in the proper sequence.
3. What is a test?
  - a) One or more phases of any one test level done on one day or consecutive days is one test.
  - b) Two levels always count as two tests even if attempted on the same day. A candidate may take a D1 riding and D2 SM test at one testing session but this counts as two tests, Remember, candidates may only take 2 tests per year. Test planning is important.
4. Have been a Pony Club member for at least **three** months. (At the discretion of the District Commissioner, exceptions may be made for those who join **with experience**.)

5. Have attended at least 60% of Branch meetings since previous upgrading (or in the case of the 'D' Level Test, since becoming a member).
6. Be in good Branch standing (i.e. fees paid).
7. Fill in the CPC Application to Test
8. Have passed the Written/Oral qualifying test.
9. Meet the minimum age requirements:
  - a) D 7 years old prior to January 1
  - b) D1 8 years old prior to January 1
  - c) D2 9 years old prior to January 1
10. Candidates wishing to test with another Branch, must receive written permission from both their home Branch and the hosting Branch. A copy of the CPC Application to Test must be sent to the hosting Branch from the home Branch, and a copy of the Individual Test Results form must be sent to the home Branch by the hosting Branch.
11. Candidates wishing to test in another region must ensure the "Request for Inter-Regional Testing" is completed and attached to the "Test Application Form". The host region must ensure results are sent to the home region. (See A/B TP Part 4 for Request Form)

### C. TEST ARRANGEMENTS FOR D LEVELS

Responsibilities of **Branch Test Representative** and/or appointed Branch official:

1. Set practical test date(s), and decide on test location(s).
  - a) It is suggested that Branches having large numbers of candidates for testing in each of several different Levels, should arrange for 'D' and 'C' tests to be held on different days. If there are still too many candidates to handle comfortably, it is advisable to plan several different days to avoid confusion and inefficient testing.
  - b) Where facility availability and finances dictate, Branches may do the Stable Management and riding phases of Branch D-C1 Tests (including C2's run as a Branch test), on different days provided that the practical test is completed within the calendar year. It is still recommended that the whole test be completed at one time.
  - c) In Branches where members share ponies, separate testing times for these members need to be arranged.
  - d) Ensure that adequate testing supplies are available for use.
  - e) Tests must be arranged by the appointed Branch official.
2. Selection of Examiners – see also Part 1.K Examiners
  - a) It is strongly recommended that candidates be tested by a panel. Arrangements should allow for 1 Examiner for every 4 candidates. No Examiner should be expected to test more than 12 candidates in one day's work.
  - b) Examiners must come from the approved Regional or National Examiner's List. For D2 & up, the senior Examiner and/or the majority of the panel must come from outside the branch.
  - c) Candidates may not be examined by their family member, club instructor, DC, or Test Rep or by any outside instructor who regularly teaches that candidate.

- d) Branches in remote areas (isolated by 4 or more hours by highway) will be allowed to test their own members up to and including D2 provided that the person examining is a recognized Examiner and with the approval of the Regional Testing Chair. The Region will designate which clubs are remote. Parents or immediate family members of candidates are not qualified to test.
  - e) Be sure the Examiners are informed of the test location, directions how to reach it, and starting time of test.
  - f) Confirm Examiners’ availability immediately before test date.
3. Notify all prospective candidates well in advance of the test date about the test schedule, lunch/drink requirements, trailering needs, etc. Remind ‘D1’ and ‘D2’, candidates that they will be expected to produce their passports (and D certificates if used) for endorsement by the Examiners if they are successful in passing the test. Remind candidates that they must wear their medical armband on the left side at the test.
  4. Write in names of candidates on appropriate worksheets before these are given to the Examiners to use during the test. It also may be convenient for each candidate to wear a number corresponding with the one appearing beside his name on the worksheet.

## **D. TEST FACILITIES**

### ***I. Responsibility of Branch Test Representative***

#### **For Stable Management**

‘D’ Level, ‘D1’ Level, ‘D2’ Level Tests:

- a) Quiet paddock area where ponies may be safely tied, or well lighted stable with sufficient stalls to accommodate the candidates’ ponies.
- b) Tack Room or outdoor space set aside for use during the testing, should the Examiners wish to cover tack recognition, etc., in an area separate from the paddock or stable.
- c) Adequate samples of feed common to the vicinity (e.g. oats, bran, hay and/or natural grass, straw, salt, carrots, etc.).

#### **For Riding**

‘D’ Level, ‘D1’ Level, ‘D2’ Level Tests:

- a) Enclosed riding ring (or indoor arena), preferably marked with dressage letters.
- b) Crew to help set up at Examiner’s request.  
 Jump materials for D course: minimum 5 poles at least 8’ long.  
 Jump materials for D1 course: minimum 3 sets of standards and 6 to 8 poles at least 8’ long.  
 Jump materials for D2 course: minimum 6 sets of standards and 8 to 10 poles. Course with 5 fences including one ascending oxer.
- c) Small open field (fenced) – ideally this should have a few natural type obstacles. E.g. natural logs, etc., and if “hilly” so much the better. (Appropriate to test level)

## **II. Responsibility Of Candidates And Parents**

### 1. 'D' Level, 'D1' Level, 'D2' Level:

- a) One pony or horse capable of fulfilling the requirements of the test, preferably the horse or pony that the candidate regularly rides at Pony Club. The horse or pony must be at least 5 years old.
- b) Saddle, halter and shank, etc., as usually worn by the pony. Bridles – any snaffle bit currently approved by the EC dressage rules. Pelhams with converters and kimberwicks are allowed. Wire bits are prohibited. Figure 8, flash, drop or regular cavesson nosebands are also permitted. For work over fences any humane bit (no wire) is acceptable. Running or standing martingales may be used for stadium jumping. Only running martingales are allowed for cross-country. Grass reins or overchecks may be used at the D level test.
- c) Clean grooming kit appropriate to the test level.
- d) Tack cleaning gear.
- e) Passport for endorsement, and D certificate if used, (D1 Level, D2 Level tests).
- f) Dress: Attire should be neat, clean and in good repair – not necessary to wear complete riding dress. Any half chaps, clean, safe and in good repair, are acceptable. Approved helmet, gloves, and safe footwear **MUST** be worn. Pony Club pin. Hair tidy (if long or curly, wear a net).
- g) An armband with a filled out medical form must be worn during all phases of the test.
- h) Candidates, if asked by examiners, must leave all electronic devices away

NOTE: No Stallions will be allowed at ANY Pony Club test.

## **E. MARKING SCALE**

All candidates and Examiners should be familiar with the Canadian Pony Club Marking Scale:

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

## **F. CONDUCTING THE TESTS**

1. At all levels of testing, the Examiners should adhere carefully to the requirements appropriate to each level. Encouragement should be the keynote for each level.
2. It is preferable that the stable management phase precedes the riding phase when taking the complete test..



3. To avoid 'dragging' the tests out, Examiners should only test small groups at a time, A maximum of 4 candidates is allowed in the ring at one time and only two consecutive levels may be combined.
4. To meet the standard, a mark of 65% or better is required in each phase being tested. Multiple phases are not averaged.
5. Candidates who attempt the complete test and fail the riding phase will be granted the stable management stream (SM). If the candidate passes the riding phase but not the SM phase, the riding phase may be temporarily retained and the SM phase must be retaken within one year. If not completed in the time given, the candidate will have to take the complete test over again. Candidates are required to wait a reasonable amount of time, and be approved by the Branch Instructor and District Commissioner, before applying to take either practical test another time. A suggested minimum would be 4-6 weeks.
6. A candidate receiving a mark of '0' anywhere on the practical test (up to and including C2) will receive an incomplete. This phase may be taken at the next opportunity, if applied for and the test fee paid. (See #5 above)
7. Emphasis in all phases of tests will be on practical performances and knowledge.

## G. REQUIREMENTS

Current C/D TP REQUIREMENTS FOR EXAMINERS, COACHES AND CANDIDATES – available for download from the CPC national website. The Requirements outline what the examiners will expect for each part of the test. All candidates and parents, coaches and Branch Test Representatives are encouraged to download this document to determine if the candidate is prepared for their test.

**H. D LEVEL WORKSHEETS**

**D Level – Worksheet**

Based on D Level requirements in the Testing Procedures  
 Approximate time: 15 – 20 minutes per candidate

**PHASE 1 – STABLE MANAGEMENT**

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 & AGE	Value				
<u>Candidate's Turnout</u> Medical armband required	10				
<u>Your Pony</u> 20 simple parts of the pony.	10				
<u>Handling</u> Approach and put on its halter, with assistance if necessary. Manner and safety.	10				
Lead at walk.	10				
Tie a quick release knot.	10				
<u>Saddlery</u> Simple parts of the saddle. All parts of the bridle.	10				
Clean your bit. Two reasons for cleaning tack.	10				
<u>Feeding</u> What it eats and drinks & importance of water. Feed a treat.	10				
<u>Grooming:</u> Identify and use dandy brush and curry comb. Common sense way of working around a pony.	10				
<u>Stable &amp; Pasture</u> Its home, habits, likes and dislikes. How it keeps warm in winter.	10				
<b>TOTAL</b> Pass 65%	100				

**D Level – Worksheet**

Based on D Level requirements in the Testing Procedures  
 Approximate time: 20 – 30 minutes for 1 to 4 candidates

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

**PHASE 2 – RIDING TEST**

CANDIDATE'S NAME & AGE	Value				
<u>Turn Out</u> Pony and rider. Medical armband required.	10				
<u>Mount</u> Assist if necessary. Pick up reins. Exercise at halt.	10				
<u>Position</u> Walk, Halt. Shorten reins at halt	10				
<u>Effectiveness</u> Turns. Keep straight across school. Ride on the rail.	10				
Transitions: Halt, walk, halt.	10				
Maintain position in group ride at walk.	10				
Trot in an enclosed area.	10				
Walk & trot over poles on the ground. Randomly placed single poles & 3-4 poles in a row.	10				
<u>Dismount</u> Preparation to lead in hand.	10				
Confidence and elementary riding knowledge.	10				
<b>TOTAL</b> Pass 65%	100				

**D1 Level – Worksheet**

Based on D1 Level requirements in the Testing Procedures  
Approximate time: 30 minutes per candidate

**PHASE 1 – STABLE MANAGEMENT**

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 & AGE	Value	1.	2.	3.	4.
<u>Candidate's turnout</u> Medical armband required	10				
<u>General Knowledge</u> Parts of the pony. Breeds of horse and pony.	10				
Colours & markings.	10				
<u>Handling.</u> Lead in hand at walk and trot, turns, halt. Lead through stall doors and gates. Quick release knot.	10				
Signs of a horse about to bite or kick. Safety rules for riding in a group. Hand signals & road safety: pavement, ice, gravel, etc <u>Signs of a horse requiring cool out.</u>	10				
<u>Saddlery</u> All parts of the saddle and bridle. How to clean tack.	10				
Saddle & bridle own horse, with assistance if necessary.	10				
'Put up' tack after use.	10				
<u>Feeding.</u> Routine for feeding & watering own pony. Identify common feeds and treats. Difference between hay and straw.	10				
<u>Grooming:</u> Reasons, use of dandy & body brushes, curry comb, hoof pick. Common sense around the horse.	10				
<b>TOTAL</b> Pass 65%	100				

**D1 Level – Worksheet**

Based on D1 Level requirements in the Testing Procedures  
 Approximate time: 30 – 40 minutes for 1 to 4 candidates

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

**PHASE 2 – RIDING TEST**

CANDIDATE'S NAME & AGE	Value	1.	2.	3.	4.
<u>Turn Out</u> Horse & Rider. Medical armband required.	10				
<u>Mount</u> Pick up reins. <u>Dismount</u> Preparation to lead in hand.	10				
<u>Position &amp; Balance</u> Halt & walk.	10				
Trot: Rising & sitting.	10				
Exercises: at halt Walk, no stirrups.	10				
<u>Effectiveness</u> Transitions: halt, walk, trot, walk, halt. Shorten reins at walk and trot. Use of aids.	10				
<u>Maintain position in the group.</u> Circles and turns at walk & trot.	10				
<u>Maintain forward movement.</u> Ride away from group in an open field. Ride over varied terrain.	10				
Canter, one at a time, in an enclosed area.	10				
Demonstrate jumping position. Walk & trot over poles & obstacles. Maximum 24" (2 ft)	10				
<b>TOTAL</b> Pass 65%	100				

**D2 Level – Worksheet**

Based on D2 Level requirements in the Testing Procedures  
Approximate time: 30 – 40 minutes per candidate

**PHASE 1 – STABLE MANAGEMENT**

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 & AGE	Value	1.	2.	3.	4.
<u>Candidate's turn out.</u> Medical armband required	10				
<u>Describe pony selected by examiner.</u> How to measure pony's height and weight.	10				
<u>Stable &amp; Pasture</u> Good & bad features of own pony's pasture and stall. Safety.	10				
<u>Handling</u> Describe how to turn out, lead in & out of a truck or trailer <u>Reasons for warming up and cooling out. Define conditioning and discuss its importance.</u>	10				
<u>Saddlery</u> Knowledge and adjustment of own tack. Identify snaffles and common bits e.g. Pelham, kimberwick.	10				
<u>Feeding</u> Own pony's feed and water. Amounts, when, and why. Feeding rules.	10				
<u>Grooming</u> Use and knowledge of grooming kit, except wisp. Reasons for grooming. Cooling out, other procedures after riding.	10				
<u>Vet &amp; First Aid</u> Signs of good health. Ways to help maintain his health. Signs of colic.	10				
Signs that a pony is lame. Minor wounds and how to treat them.	10				
<u>Foot &amp; Shoeing</u> External parts of foot. Signs that trimming or reshoeing is necessary. Signs of good shoeing.	10				
<b>TOTAL</b> Pass 65%	100				

**D2 Level – Worksheet**

Based on D2 Level requirements in the Testing Procedures  
 Approximate time: 60 – 90 minutes for 1 to 4 candidates

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

**PHASE 2 – TRAD RIDING TEST**

CANDIDATE'S NAME & AGE	Value	1.	2.	3.	4.
<u>Turn out</u> Horse & Rider. Medical armband required.	10				
<u>Mount, independently</u> Adjust girth while mounted. <u>Dismount</u> Vaulting dismount.	10				
<u>Position &amp; Balance</u> Walk, trot sitting and rising.	10				
Canter	10				
Exercises at walk. Trot sitting, no stirrups.	10				
<u>Effectiveness and Use of Aids</u> Transitions up & down.	10				
Circles, turns at trot: rising & sitting (correct use of diagonals). Circles, canter, correct leads.	10				
Ability forward movement & walk on loose rein.	10				
<u>Stadium Course</u> Trot poles. Placing pole to sm jump. Simple course to contain. 5 to 8 fences (no combinations), 1 ascend oxer & 1 chg of direction. 1/3 at max 2'6".	10				
<u>Cross Country</u> Ride up & down hill. Canter open field. Small logs, simple verticals. 3 to 4 fences on flat ground. <b>Maximum 2'3"</b>	10				
<b>TOTAL</b> Pass 65%	100				

**D2 Level – Worksheet**

Based on D2 Level requirements in the Testing Procedures  
 Approximate time: **60 – 90 minutes for 1 to 4 candidates**

**PHASE FR – FLAT RIDE TEST**

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 & AGE	Value	1.	2.	3.	4.
<u>Turn out</u> Horse & Rider. Medical armband required.	10				
<u>Mount, independently</u> Adjust girth while mounted. <u>Dismount</u> Vaulting dismount.	10				
<u>Position &amp; Balance</u> Walk, trot sitting and rising.	10				
Canter	10				
Exercises at walk. Trot sitting, no stirrups.	10				
<u>Effectiveness and Use of Aids</u> Transitions up & down.	10				
Circles, turns at trot: rising & sitting (correct use of diagonals). Circles, canter, correct leads.	10				
Ability forward movement & walk on loose rein.	10				
<u>Riding over Ground Poles</u> Walk and trot single poles on various lines in the arena, and in series of 4 to 6, spaced for mount.	10				
<u>Riding in the Open</u> Walk, trot and canter safely in an open field. Ride up and down hill.	10				
TOTAL Pass 65%	100				



**D2 Level – Worksheet**

Based on D2 Level requirements in the Testing Procedures  
Approximate time: 60 – 90 minutes for 1 to 4 candidates

**PHASE FR/SJ – Flat Ride TEST**

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 & AGE	Value	1.	2.	3.	4.
<u>Turn out Horse &amp; Rider. Medical armband required.</u>	10				
<u>Mount, independently Adjust girth while mounted. Dismount Vaulting dismount.</u>	10				
<u>Position &amp; Balance Walk, trot sitting and rising.</u>	10				
<u>Canter</u>	10				
<u>Exercises at walk. Trot sitting, no stirrups.</u>	10				
<u>Effectiveness and Use of Aids Transitions up &amp; down.</u>	10				
<u>Circles, turns at trot: rising &amp; sitting (correct use of diagonals). Circles, canter, correct leads.</u>	10				
<u>Ability forward movement &amp; walk on loose rein.</u>	10				
<u>Gymnastics - position Trot poles on ground in series, progress to placing pole to jump</u>	10				
<u>Stadium course - position Simple course, minimum 5 fences (maximum 8, no combinations). Must have at least one oxer (ascending) and one change of direction, 1/3 at max 2'6"</u>	10				
<u>Pace and presentation.</u>	10				
<u>Riding in the Open Walk, trot and canter safely in an open field. Ride up and down hill.</u>	10				
<b>TOTAL Pass 78 marks</b>	<b>120</b>				

**J. D. LEVEL INDIVIDUAL RECORD SHEETS**



The Canadian Pony Club

This form is for the use of Examiners following tests at “D”, “D1” & “D2” Levels. Some indication should be given as to when an unsuccessful candidate should repeat the test.

Completed forms should be given to the Branch Test Rep. Candidates may receive these forms after branch records are completed.

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

Branch; \_\_\_\_\_

Date of Birth: \_\_\_\_\_

		Mark (%) or date passed	Meets the Standard	Does Not Meet the Standard	Level Achieved
<b>D</b>	Stable Management				
	Riding				
<b>D1</b>	Stable Management				
	Riding				
<b>D2</b>	Stable Management				
	Trad. Riding				
	<b>Flat Ride</b>				
	<b>Flat Ride/Stadium</b>				

Examiner Remarks and Recommendations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Branch Test Rep (or designate)

Signature of Examiners

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

### D Level Individual Record Sheet

#### PHASE 1 – STABLE MANAGEMENT

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 & AGE	Value	
<u>Candidate's Turnout.</u> Medical armband required	/10	
<u>Your Pony</u> 20 simple parts of the pony.	/10	
<u>Handling</u> Approach and put on its halter, with assistance if necessary. Manner and safety.	/10	
Lead at walk.	/10	
Tie a quick release knot.	/10	
<u>Saddlery</u> Simple parts of the saddle. All parts of the bridle	/10	
Clean your bit. Two reasons for cleaning tack.	/10	
<u>Feeding</u> What it eats and drinks & importance of water. Feed a treat.	/10	
<u>Grooming:</u> Identify and use dandy brush and curry comb. Common sense way of working around a pony.	/10	
<u>Stable &amp; Pasture</u> Its home, habits, likes and dislikes. How it keeps warm in winter.	/10	
<b>TOTAL</b> Pass 65%		/100

**D Level Individual Record Sheet**

**PHASE 2 – RIDING TEST**

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 & AGE	Value	
<u>Turn Out</u> Pony and rider. Medical armband required.	/10	
<u>Mount</u> Assist if necessary. Pick up reins. Exercise at halt.	/10	
<u>Position</u> Walk, Halt. Shorten reins at halt	/10	
<u>Effectiveness</u> Turns. Keep straight across school. Ride on the rail.	/10	
Transitions: Halt, walk, halt.	/10	
Maintain position in group ride at walk.	/10	
Trot in an enclosed area.	/10	
Walk & trot over poles on the ground. Randomly placed single poles & 3-4 poles in a row.	/10	
<u>Dismount</u> Preparation to lead in hand.	/10	
Confidence and elementary riding knowledge.	/10	
<b>TOTAL</b> Pass 65%		/100

Candidates passing both Phase 1 & Phase 2 have Passport endorsed as D and awarded the Yellow Disc.

**D1 Level Individual Record Sheet**

**PHASE 1 – STABLE MANAGEMENT**

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 & AGE	Value	
<u>Candidate's turnout</u> Medical armband required	/10	
<u>General Knowledge</u> Parts of the pony. Breeds of horse and pony.	/10	
Colours & markings.	/10	
<u>Handling.</u> Lead in hand at walk and trot, turns, halt. Lead through stall doors and gates. Quick release knot.	/10	
Signs of a horse about to bite or kick. Safety rules for riding in a group. Hand signals & road safety: pavement, ice, gravel, etc. <u>Signs of a horse requiring cool out.</u>	/10	
<u>Saddlery</u> All parts of the saddle and bridle. How to clean tack.	/10	
Saddle & bridle own horse, with assistance if necessary.	/10	
'Put up' tack after use.	/10	
<u>Feeding.</u> Routine for feeding & watering own pony. Identify common feeds and treats. Difference between hay and straw.	/10	
<u>Grooming:</u> Reasons, use of dandy & body brushes, curry comb, hoof pick. Common sense around the horse.	/10	
<b>TOTAL</b> Pass 65%		/100

**D1 Level Individual Record Sheet**

**PHASE 2 – RIDING TEST**

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 & AGE	Value	
<u>Turn Out</u> Horse & Rider. Medical armband required.	/10	
<u>Mount</u> Pick up reins. <u>Dismount</u> Preparation to lead in hand.	/10	
<u>Position &amp; Balance</u> Halt & walk.	/10	
Trot: Rising & sitting.	/10	
Exercises: at halt Walk, no stirrups.	/10	
<u>Effectiveness</u> Transitions: halt, walk, trot, walk, halt. Shorten reins at walk and trot. Use of aids.	/10	
<u>Maintain position in the group.</u> Circles and turns at walk & trot.	/10	
<u>Maintain forward movement.</u> Ride away from group in an open field. Ride over varied terrain.	/10	
Canter, one at a time, in an enclosed area.	/10	
Demonstrate jumping position. Walk & trot over poles & obstacles. Maximum 24" (2 ft)	/10	
<b>TOTAL</b> Pass 65%		/100

Candidates passing both Phase 1 & Phase 2 – Passport endorsed as D1.

## D2 Level Individual Record Sheet

### PHASE 1 – STABLE MANAGEMENT

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 & AGE	Value	
<u>Candidate's turn out.</u> Medical armband required	/10	
<u>Describe</u> pony selected by examiner. How to measure pony's height and weight.	/10	
<u>Stable &amp; Pasture</u> Good & bad features of own pony's pasture and stall. Safety.	/10	
<u>Handling</u> Describe how to turn out, lead in & out of a truck or trailer. <u>Reasons for warming up and cooling out. Define conditioning and discuss its importance.</u>	/10	
<u>Saddlery</u> Knowledge and adjustment of own tack. Identify snaffles and common bits e.g. Pelham, kimberwick	/10	
<u>Feeding</u> Own pony's feed and water. Amounts, when, and why. Feeding rules.	/10	
<u>Grooming</u> Use and knowledge of grooming kit, except wisp. Reasons for grooming. Cooling out, other procedures after riding.	/10	
<u>Vet &amp; First Aid</u> Signs of good health. Ways to help maintain his health. Signs of colic.	/10	
Signs that a pony is lame. Minor wounds and how to treat them.	/10	
<u>Foot &amp; Shoeing</u> External parts of foot. Signs that trimming or reshoeing is necessary. Signs of good shoeing.	/10	
<b>TOTAL</b> Pass 65%		/100

### D2 Level Individual Record Sheet

#### PHASE 2 – TRAD RIDING TEST

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 & AGE	Value	
<u>Turn out</u> Horse & Rider. Medical armband required.	/10	
<u>Mount, independently</u> Adjust girth while mounted. <u>Dismount</u> Vaulting dismount.	/10	
<u>Position &amp; Balance</u> Walk, trot sitting and rising.	/10	
Canter	/10	
Exercises at walk. Trot sitting, no stirrups.	/10	
<u>Effectiveness and Use of Aids</u> Transitions up & down.	/10	
Circles, turns at trot: rising & sitting (correct use of diagonals). Circles, canter, correct leads.	/10	
Ability forward movement & walk on loose rein.	/10	
<u>Stadium Course</u> Trot poles. Placing pole to a small jump. Simple course to contain min. Of 5 fences, 1 ascending oxer & 1 change of direction. 1/3 at maximum 2'6".	/10	
<u>Cross Country</u> Ride up & down hill. Canter open field. Small logs, simple verticals. 3 to 4 fences on flat ground. Maximum 2'3"	/10	
<b>TOTAL</b> Pass 65%		/100

Candidates passing both Phase 1 & Phase 2 – Passport endorsed as D2.



**D2 Level – Individual Record Sheet**

**PHASE FR – Flat Ride TEST**

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 & AGE	Value	
<u>Turn out</u> Horse & Rider. Medical armband required.	/10	
<u>Mount, independently</u> Adjust girth while mounted. <u>Dismount</u> Vaulting dismount.	/10	
<u>Position &amp; Balance</u> Walk, trot sitting and rising.	/10	
Canter	/10	
Exercises at walk. Trot sitting, no stirrups.	/10	
<u>Effectiveness and Use of Aids</u> Transitions up & down.	/10	
Circles, turns at trot: rising & sitting (correct use of diagonals). Circles, canter, correct leads.	/10	
Ability forward movement & walk on loose rein.	/10	
<u>Riding over Ground Poles</u> • Walk and trot single poles on various lines in the arena, and in series of 4 to 6, spaced for mount.	/10	
<u>Riding in the Open</u> • Walk, trot and canter safely in an open field. Ride up and down hill.	/10	
<b>TOTAL</b> Pass 65%		/100

**D2 Level – Individual Record Sheet**

**PHASE FR/SJ – Flat Ride TEST**

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 & AGE	Value	
<u>Turn out</u> <u>Horse &amp; Rider.</u> <u>Medical armband required.</u>	/10	
<u>Mount, independently</u> <u>Adjust girth while mounted.</u> <u>Dismount</u> <u>Vaulting dismount.</u>	/10	
<u>Position &amp; Balance</u> <u>Walk, trot sitting and rising.</u>	/10	
<u>Canter</u>	/10	
<u>Exercises at walk.</u> <u>Trot sitting, no stirrups.</u>	/10	
<u>Effectiveness and Use of Aids</u> <u>Transitions up &amp; down.</u>	/10	
<u>Circles, turns at trot: rising &amp; sitting</u> <u>(correct use of diagonals). Circles,</u> <u>canter, correct leads.</u>	/10	
<u>Ability forward movement &amp; walk on</u> <u>loose rein.</u>	/10	
<u>Gymnastics – position</u> <u>Trot poles on ground in series,</u> <u>progress to placing pole to jump</u>	/10	
<u>Stadium course – position</u> <u>Simple course, minimum 5 fences</u> <u>(maximum 8, no combinations).</u> <u>Must have at least one oxer</u> <u>(ascending) and one change of</u> <u>direction, 1/3 at max 2'6"</u>	/10	
<u>Pace and presentation.</u>	/10	
<u>Riding in the Open</u> <u>Walk, trot and canter safely in an</u> <u>open field.</u> <u>Ride up and down hill.</u>	/10	
<u>TOTAL</u> <u>Pass 78 marks</u>	/120	= ----- %

**CANADIAN PONY CLUB****K. FLAT RIDE – D2****(Optional)**

Do turnout as a group. Have them adjust the girth one at a time, or one per Examiner. Walk out on rail, do exercises at walk as a group. Do 10-minute warm up, organized by one Examiner.

Individual ride should be called.

1.	A X C	Enter at medium walk. Halt. Salute. Proceed at medium walk. Track left. Proceed to H.
2.	H A	Working trot rising. Circle left, 20 m. sitting.
3.	Between A & B B	Working trot rising. Working trot sitting.
4.	Between M & C C Between E & K	Develop working canter left lead. Circle left 20 m. Develop working trot rising. Proceed to F.
5.	FXH H	Change rein at working trot rising. Working trot sitting
6.	Between F & A A Between E & H	Develop working canter right lead. Circle right 20 m. Develop working trot rising.
7.	C	Medium walk.
8.	MXK K	Change rein at free walk on a loose rein. Medium walk.
9.	A F E B K	Halt. Quit stirrups. Proceed in medium walk to F. Working trot sitting. Turn left. Turn left. Medium walk.
10.	A X	Turn down center line. Halt. Pick up stirrups. Wait for examiners instructions.

**PART 3 – ‘C’ TESTS**

Organizing and conducting tests within these Levels is the responsibility of the Regions. The Standards of achievement expected must adhere to the requirements set down in the current C/D Testing Procedure Requirements for Examiners Coaches and Candidates.

**A. REFERENCE BOOKS**

Candidates, Examiners, test organizers and instructors should all be familiar with the Requirements for all ‘C’ Levels and with the following:

<u>Required Reading List</u>	<u>Resource Reading List</u>
<p><b>C</b> All of the D/D1/D2 Level books USPC – C Level USPC Guide to Conformation, Movement and Soundness The Horse Conformation Handbook</p> <p><b>C1</b> All of the above plus USPC Guide to Bandaging Your Horse All Horse Systems Go Grooming To Win</p> <p><b>C2</b> All of the above plus Conditioning Sport Horses- (1991) The Horsemaster’s Notebook (4<sup>th</sup> Ed.) USPC Longeing and Ground Training NOTE: Members are responsible for all reading material up to and including their current level. Book details available on CPC website – Downloads area.</p>	<p><b>C, C1</b> Horsemaster’s Notebook 3<sup>rd</sup> or 4<sup>th</sup> Ed. (vet section not approved), Mary Rose Saddlery, Elwyn Hartley Edwards Riding and Road Sense Keeping A Pony at Grass Training the Young Horse &amp; Pony Are You Ready – One and Two Threshold Guides Discipline Rules</p> <p><b>C2</b> USPC AB Manual Lame Horse, Dr James R Rooney Anne Kursinski’s Riding and Jumping Clinic Horse Gaits, Balance &amp; Movement, Susan Hill Maximum Hoof Power, Hill</p> <p><b>NOTE:</b> The resource list is made of acceptable reading materials for extra information. Test questions will only be taken from the required reading list.</p>

**B. QUALIFICATIONS**

To qualify for any testing, a member must:

1. In the opinion of the Branch Instructor be capable of all the requirements listed in the current C/D Testing Procedure Requirements for Examiners, Coaches and Candidates for the level they are attempting.
2. Have successfully completed the level immediately preceding the level they wish to attempt. Candidates wishing to take two tests in one year may sit both written tests at the same time. However, the practical portion of the tests must be completed on separate days in the proper sequence.
3. What is a test?
  - a) One or more phases of any one test level done on one day or consecutive days is one test.
  - b) Two levels always count as two tests even if attempted on the same day. A candidate may take a C1 riding and C2 SM test at one testing session but this counts as two tests, Remember, candidates may only take 2 tests per year. Test

planning is important.

4. Have been a Pony Club member for at least six months. (At the discretion of the District Commissioner, exceptions may be made for those who join at an older age.)
5. Have attended at least 60% of Branch meetings since previous upgrading.
6. Be in good Branch standing (i.e. fees paid).
7. Fill in the CPC Application to Test
8. Have passed the Written/Oral qualifying test.
9. C candidates must be at least 10 years old prior to January 1.
10. Candidates wishing to test with another Branch must receive written permission from both their home Branch and the hosting Branch. A copy of the CPC Application to Test must be sent to the hosting Branch from the home Branch, and a copy of the Individual Test Results form must be sent to the home Branch by the hosting Branch.
11. Candidates wishing to test in another region must ensure the "Request for Inter-Regional Testing" is completed and attached to the "Test Application Form". The host region must ensure results are sent to the home region. (See A/B TP Part 4 for Request Form)
12. C2 Candidates must possess a valid First Aid Certificate. A copy of the certificate is to be included with the C2 Application. Pony Club accepts the St. John's Ambulance Emergency First Aid and the Red Cross Emergency 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).
13. It is highly recommended that C1 and C2 candidates have attended a Regional Examiner's Clinic, provided they are at least 14 years of age.

### **C. TEST ARRANGEMENTS FOR C LEVELS**

Responsibilities of District Commissioner and/or Branch Test Rep:

1. Set practical test date(s), and decide on test location(s).
  - a) It is suggested that Branches having large numbers of candidates for testing in each of several different Levels, should arrange for 'D' and 'C' tests to be held on different days. If there are still too many candidates to handle comfortably, it is advisable to plan several different days to avoid confusion and inefficient testing.
  - b) In Branches where members share ponies, separate testing times for these members must be arranged.
  - c) Where facility availability and finances dictate, Branches may do the Stable management and riding phases of Branch D-C1 Tests (including C2's run as a Branch test), on different days provided that the practical test is completed within the calendar year. It is still recommended that the whole test be completed at one time.
  - d) Forward Branch test application forms to the Regional C/D Testing Chair, or otherwise ensure that adequate testing supplies and facilities are available for use.
  - e) Tests must be arranged by the appointed Branch official.
2. Selection of Examiners – see also Part 1.K. Examiners
  - a) It is advisable to use at least three Examiners for C1 Level and C2 Level Tests. It is strongly recommended that all candidates be tested by a panel. In large tests arrangements should allow for a minimum of 1 Examiner for every 4 candidates. No Examiner should be expected to test more than 12 candidates in one day's work.

- b) Examiners must come from the approved Regional or National Examiner's List. For C & up, the Senior Examiner and the panel must come from outside the Branch
  - c) For the 'C2' Level tests, a 'B' Examiner of any classification must be included.
  - d) Candidates may not be examined by their family member, club instructor, DC, or Test Rep or by any outside instructor who regularly teaches that candidate.
  - e) Be sure the Examiners are informed of the test location, directions on how to reach it, and starting time of test.
  - f) Confirm Examiners' availability immediately before test date.
3. Notify all prospective candidates well in advance of the test date with regard to testing plans and facilities for which they are responsible. Remind candidates that they will be expected to produce their passports (and C certificates if used) for endorsement by the Examiners if they are successful in passing the test. Remind candidates that they must wear their medical armband on the left side at the test.
  4. Write in names of candidates on appropriate work sheets before these are given to the Examiners to use during the test. It also may be convenient for each candidate to wear a number corresponding with the one appearing beside his name on the work sheet.

## **D. TEST FACILITIES**

### ***I. Responsibility of Branch Test Representative***

#### **1. For Stable Management**

1. 'C' Level, 'C1' Level & 'C2' Level Tests:
  - a) Well-lighted stable with stalls available for the candidates' horses and a supply of fresh bedding.
  - b) Tack Room with usual types of saddler and a supply of tack cleaning materials.
  - c) Feed Room with a variety of feeds applicable to the region, in sufficient amounts to identify weights and measures. Measuring cans, scales, hay net.
  - d) Farrier's tools.
  - e) Small ring for lungeing (not round pen) at C2 level.

#### **2. For Riding**

- 1) 'C' Level, 'C1' Level, 'C2' Level Tests:
  - a) Riding ring preferably marked with dressage letters and laid out on level ground.
  - b) Hosting clubs should provide a jump crew to build and move fences at the Examiner's request.  
 Jump materials for C course: to consist of 6 fences – minimum 6 sets of standards, 12 to 14 poles – more is better.  
 Jump materials for C1 course: 6 to 8 sets of standards and 14 to 18 poles, sufficient to build a full course.  
 Jump materials for C2 course: sufficient to build a full course using a variety of materials.

- c) Access to open, preferably hilly country, with some natural fences, or obstacles appropriate for test level. Distance and pace should be considered. i.e. provide a measured distance for galloping.

## **II. Responsibility Of Candidates And Parents**

### 1) 'C' Level, 'C1' Level, 'C2' Level Tests:

One pony or horse capable of requirements of the test. Preferably the horse the candidate regularly rides at Pony Club. The horse must be at least 5 years old. NOTE: No Stallions will be allowed at ANY Pony Club test.

- a) Complete set of tack as usually worn by the horse. On the flat any smooth-mouthed snaffle bit, currently approved by the EC dressage rules, is allowed (no wire). Only drop, flash, figure 8 and regular cavesson nosebands are permitted. No martingales. Over fences candidates may use any humane bit (no wire). Running or standing martingales may be used for stadium jumping. Only running martingales are allowed for cross-country. At C level and above, the required tack shall be as outlined above.
- b) For lungeing at C2 level, own tack in good condition: boots fore and hind plus front bell boots, bridle with reins, saddle with stirrups, side reins attached to saddle but not used, surcingle and lungeing cavesson optional, lunge line of correct length and of a safe material with no chain, and a whip of suitable length.
- c) Complete, clean grooming kit.
- d) Sufficient clean bandages and cottons to demonstrate bandaging according to test requirements.
- e) Stable tools – manure fork, shovel, rake, etc.
- f) Veterinary first aid kit.
- g) Passport for endorsement and 'C' certificate, if used by the Region.
- h) Suitable and neat clothes for stable work. SAFE SHOES.
- i) Riding Clothes: Comfortable and neat, clean, in good repair. Boots polished, hats brushed. Approved helmet must be worn. Leather or rubber or jodhpur boots. Breeches or jodhpurs. Black or brown half chaps acceptable clean, safe and in good repair. Plain shirt with conservative tie, or rat catcher, or long sleeved turtleneck sweater. Hacking jacket or black coat. Gloves. Pony Club pin when in formal attire. Hair tidy (if long or curly, wear a net). An armband with a completed medical form must be worn during all phases of the test.
- j) Candidate's Assistant – C2 level only  
 Provided that the following criteria and rules are followed, **it is strongly recommended that a candidate be accompanied by an assistant at a testing. If a candidate is unable to find an assistant by contacting the Test Organizer it might be possible to share another candidate's CA or find one in a nearby branch.**
  - 1) The assistant must be a current Canadian Pony Club member. (for insurance purposes)
  - 2) 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.
  - 3) The assistant cannot be a parent or coach.
  - 4) The assistant must be neatly attired as for stable management, including a medical armband.
  - 5) The assistant may not perform any tasks on which the candidate is being examined, including:

- a) braid the horse
  - b) do the initial grooming
  - c) clean the tack
  - d) bandage the horse
- 6) The assistant's main job is to serve as a horse holder and a gofer. The assistant may perform tasks such as:
- a) holding the horse while the candidate is braiding or bandaging
  - b) running back to the barn for forgotten articles
  - c) holding the horse while the rider puts on their spurs
  - d) taking the stadium and/or cross country equipment to a convenient location and holding the horse while the rider makes the adjustments and additions
  - e) giving the rider a leg up and a last minute dusting of the boots and legs.
  - f) assisting with changing the gymnastic 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.

- j) Candidates, if asked by examiners, must leave all electronic devices away

### E. MARKING SCALE

All candidates and Examiners should be familiar with the Canadian Pony Club Marking Scale:

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

### F. CONDUCTING THE TESTS

1. At all levels of testing, the Examiners should adhere carefully to the requirements appropriate to each level. Encouragement should be the keynote for each level.
2. It is preferable that the Stable Management phase precede the riding phase when taking the complete test.
3. To avoid 'dragging' the tests out, Examiners should only test small groups at a time.
4. Candidates must be allowed time to walk the stadium jumping course and to inspect the cross-country course. The cross-country course may be inspected on horseback.
5. It is advisable to use at least three Examiners for 'C1' Level and 'C2' Level Tests. 'C2' Level tests must have at least one B level Examiner on the panel. For the C2 Level tests, the testing panel must have a minimum of two examiners.
6. To meet the standard, a mark of 65% or better is required in each phase being tested. Multiple phases and sections are not averaged.



7. Candidates who attempt the complete test and fail the riding phase will be granted the stable management stream (SM). If the candidate passes the riding phase but not the SM phase, the SM phase must be retaken within one year. If not completed within that time, the candidate will have to take the riding phase over again. Candidates are required to wait a reasonable amount of time, and be approved by the Branch Instructor and District Commissioner, before applying to take either practical test another time. A suggested minimum would be 8 weeks.
8. No 'C' Level candidate or above may be tested more than twice in one year.
9. A candidate receiving a mark of '0' anywhere on the practical test (up to and including C2) will receive an incomplete in that phase. This phase may be taken at the next opportunity, if applied for and the test fee paid. (See #7 above)
10. Emphasis in all phases of tests will be on practical performance and knowledge.

### **G. REQUIREMENTS**

C/D TESTING PROCEDURE REQUIREMENTS FOR EXAMINERS, COACHES AND CANDIDATES – available for download from the CPC national website. The Requirements outline what the examiners will expect for each part of the test. All candidates and parents, coaches and Branch Test Representatives are encouraged to download this document to determine if the candidate is prepared for their test.

**H. C LEVEL WORKSHEETS**

**C Level – Worksheet**

Based on the C Level Requirements in the Testing Procedures  
Approximate time: 45 – 60 minutes per candidate.

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

**PHASE 1 – STABLE MANAGEMENT**

CANDIDATE'S NAME & AGE	Value	1.	2.	3.	4.
<u>Candidate's Turnout</u> Medical armband. Gloves available. Neat, tidy & clean.	10				
<u>Stable &amp; Pasture</u> Good & bad features & setup of own situation emphasizing safety. Clean a stall, choice of tools.	10				
<u>Grooming</u> Full practical grooming, complete kit.	10				
<u>Feeding</u> Know feeding rules & how they are implemented. Identify common grains, concentrates & processing methods. Own routine & ration.	10				
<u>Foot &amp; Shoeing</u> External structures, care of the foot. Benefits of barefoot/shoes. Reasons to shoe/reshoe.	10				
<u>Conformation &amp; Unsoundness</u> Positive & negative aspects of own horse; type; bone. Lameness: which leg and where.	10				
<u>Conditioning.</u> Work vs. Exercise. Warm-up and cooling out, reasons why.	10				
<u>Vet &amp; First Aid.</u> T, P, R; Identify minor wounds; cause, care & treatment.	10				
Signs of cold, laminitis. Causes of colic. Cause & treatment of thrush, abscess, minor injuries. When to call the vet and what to tell them.	10				
<u>Saddlery</u> Fit and care of own tack. Identify & fit nosebands, girths & common tack. Put on & remove a blanket.	10				
<b>TOTAL</b> Pass 65%	100				

**C Level – Worksheet**

Based on C Level requirements in the Testing Procedures  
 Approximate time: 60 – 90 minutes for 1 to 4 candidates

10+ Outstanding 10 Excellent 9 Very Good 8 Good 7 Satisfactory 6.5 Sufficient/Pass	6 Almost Sufficient 5 Insufficient 4 Unsatisfactory 3 Poor 2 Bad 1 Attempted But Not Executed 0 Not Attempted
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**PHASE 2 – TRAD RIDING TEST**

CANDIDATE'S NAME & AGE	Value	1.	2.	3.	4.
<u>Turn Out</u> Horse & Rider. Medical armband required.	10				
<u>Mount – Dismount</u> Adjust stirrups, mounted.	10				
<u>Position &amp; Balance</u> Walk, trot, canter. Trot, no stirrups.	10				
All paces, feel of rhythm. Independent work.	10				
<u>Effectiveness and use of Aids</u> Transitions. Halt. Salute.	10				
Turns, circles. Trot, canter. Knowledge of canter leads.	10				
Ability forward movement. Free walk. Walk, trot on loose rein.	10				
<u>Gymnastics</u> Use of half seat. Poles & small fences. Position & planning. Pace. Recommend 2'3" max.	10				
<u>Stadium Course</u> Minimum 6 fences. Verticals, spreads, combinations. 1/3 at 2'9" maximum.	10				
<u>Cross Country</u> Authority, control, confidence. Pace: Open field. Hill. 3 to 4 Natural obstacles on varied terrain, 2'6" maximum.	10				
<b>TOTAL</b> Pass 65%	100				

**C Level – Worksheet**

Based on C Level requirements in the Testing Procedures  
 Approximate time: **60 – 90 minutes for 1 to 4 candidates**

10+ Outstanding 10 Excellent 9 Very Good 8 Good 7 Satisfactory 6.5 Sufficient/Pass	6 Almost Sufficient 5 Insufficient 4 Unsatisfactory 3 Poor 2 Bad 1 Attempted But Not Executed 0 Not Attempted
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**PHASE FR – FLAT RIDE TEST**

CANDIDATE'S NAME & AGE	Value	1.	2.	3.	4.
<u>Turn Out</u> Horse & Rider. Medical armband required.	10				
<u>Mount – Dismount</u> Adjust stirrups, mounted.	10				
<u>Position &amp; Balance</u> Walk, trot, canter. Trot, no stirrups.	10				
All paces, feel of rhythm. Independent work.	10				
<u>Effectiveness and use of Aids</u> Transitions. Halt. Salute.	10				
Turns, circles. Trot, canter. Knowledge of canter leads.	10				
Ability forward movement. Free walk. Walk, trot on loose rein.	10				
<u>Riding over Ground Poles</u> Posting, two-point position over single poles on various lines & 20 m circles and through series of 3 to 5 poles spaced for mount on straight lines in the arena. Maintain balance, rhythm and forward movement in walk & trot over poles and through corners.	10				
<u>Riding in the Open</u> • Ride at walk trot and canter in an open field of varied terrain. Ride with a group. Discuss 2 benefits of working your horse in the open & techniques to control an excited horse.	10				
<b>TOTAL</b> Pass 58.5 marks	<b>/90</b>	= <u>    </u> %			

**C Level – Worksheet**

Based on C Level requirements in the Testing Procedures  
Approximate time: 60 – 90 minutes for 1 to 4 candidates

**PHASE FR/SJ – FLAT/STADIUM JUMPING TEST**

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 & AGE	Value	1.	2.	3.	4.
<u>Turn Out</u> <u>Horse &amp; Rider.</u> <u>Medical armband required.</u>	10				
<u>Mount – Dismount</u> <u>Adjust stirrups, mounted.</u>	10				
<u>Position &amp; Balance</u> <u>Walk, trot, canter. Trot, no stirrups.</u>	10				
<u>All paces, feel of rhythm.</u> <u>Independent work.</u>	10				
<u>Effectiveness and use of Aids</u> <u>Transitions. Halt. Salute.</u>	10				
<u>Turns, circles. Trot, canter.</u> <u>Knowledge of canter leads.</u>	10				
<u>Ability forward movement. Free walk.</u> <u>Walk, trot on loose rein.</u>	10				
<u>Gymnastics</u> <u>Use of half seat. Poles and small fences. Position and planning. 2'3" maximum.</u>	10				
<u>Stadium course - position</u> <u>minimum 6 fences, maximum 8 (no one stride combinations).</u> <u>Verticals, oxers, 1/3 at 2'9"</u>	10				
<u>Pace and presentation</u>	10				
<u>Riding in the Open</u> <u>Ride at walk trot and canter in an open field of varied terrain.</u> <u>Ride with a group.</u> <u>Discuss 2 benefits of working your horse in the open &amp; techniques to control an excited horse.</u>	10				
<b>TOTAL</b> <u>Pass 71.5 marks</u>	/110	= _____ %			

**C1 Level – Worksheet**

Based on C1 Level requirements in the Testing Procedures  
Approximate time: 60 – 90 minutes per candidate.

**PHASE 1 – STABLE MANAGEMENT**

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 & AGE	Value	1.	2.	3.	4.
<u>Candidate's turn out</u> Medical armband. Gloves available. Neat, tidy & clean.	5				
<u>Stable &amp; Pasture</u> Safety procedures in routines & practices in stable. Care & working for grass kept & stabled horse.	10				
<u>Grooming</u> Turnout a well groomed horse. Trimming.	10				
<u>Feeding</u> Nutrients. Feeding own working horse. Reasons for feeding rules. Types of hay.	10				
<u>Foot &amp; Shoeing</u> Hot & cold shoeing, procedures, tools, terminology. Parts of the shoe. Good/bad shoeing. Shoes for own horse.	10				
<u>Conformation &amp; Unsoundness</u> Identify 3-5 pos/neg points on horse other than own. Locate common limb blemishes & unsoundnesses.	10				
<u>Conditioning</u> Preparation and plan for conditioning. Care after work.	10				
<u>Vet &amp; First Aid</u> Present own kit. Treatments: poulticing, hot fomentation, cold hosing.	10				
Causes, symptoms and treatment for laminitis, ringworm. Plan for health: vaccinations, deworming, and dental care.	10				
<u>Saddlery</u> Putting up, storage, care for new tack. Identify martingales & saddles; use and fit.	15				
<u>Bandaging &amp; Travel:</u> Apply stable bandages. Discuss equipment for travel.	10				
<b>TOTAL</b> Pass 71.5 marks	<b>/110</b>				

**C1 Level – Worksheet**

Based on C1 Level requirements in the Testing Procedures  
Approximate time: 90 – 100 minutes for 1 to 4 candidates

**PHASE 2 – TRAD. RIDING TEST**

10+ Outstanding 10 Excellent 9 Very Good 8 Good 7 Satisfactory 6.5 Sufficient/Pass	6 Almost Sufficient 5 Insufficient 4 Unsatisfactory 3 Poor 2 Bad 1 Attempted But Not Executed 0 Not Attempted
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CANDIDATE'S NAME & AGE	Value	1.	2.	3.	4.
<u>Turn Out</u> Horse & Rider. Medical armband required.	10				
<u>Position &amp; Balance</u> On flat, all paces.	10				
All paces. Rhythm. Independent seat. Trot & canter – no stirrups.	10				
<u>Effectiveness and Use of Aids</u> Transitions. Diagonals. Canter leads. Sequence of legs at canter.	10				
Trot – canter 20 m. circles. Turns.	10				
Riding down the centre line. Halt and salute.	5				
Maintain forward movement. Working trot (sitting). Show some lengthening (rising). Canter. Work on loose rein.	10				
<u>Gymnastics</u> Position, Authority, Control, small fences. Recommend max 2'6"	10				
<u>Stadium</u> Verticals, spreads, <b>simple combinations</b> . 1/3 at maximum 3'. Pace, presentation.	10				
<u>Cross Country</u> Position, control, use of aids. Natural terrain & over obstacles. 3-4 fences, 2'9 » maximum. Pace 350 m/min.	10				
Pace & Presentation	5				
<b>TOTAL</b> Pass 65%	100				

**C1 Level – Worksheet**

Based on C1 Level requirements in the Testing Procedures  
 Approximate time: **90 – 100 minutes for 1 to 4 candidates**

**PHASE FR – FLAT RIDE TEST**

10+ Outstanding 10 Excellent 9 Very Good 8 Good 7 Satisfactory 6.5 Sufficient/Pass	6 Almost Sufficient 5 Insufficient 4 Unsatisfactory 3 Poor 2 Bad 1 Attempted But Not Executed 0 Not Attempted
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CANDIDATE'S NAME & AGE	Value	1.	2.	3.	4.
<u>Turn Out</u> Horse & Rider. Medical armband required.	10				
<u>Position &amp; Balance</u> On flat, all paces.	10				
All paces. Rhythm. Independent seat. Trot & canter – no stirrups.	10				
<u>Effectiveness and Use of Aids</u> Transitions. Diagonals. Canter leads. Sequence of legs at canter.	10				
Trot – canter 20 m. circles. Turns.	10				
Riding down the centre line. Halt and salute.	5				
Maintain forward movement. Working trot (sitting). Show some lengthening (rising). Canter. Work on loose rein.	10				
<b>Riding over Ground Poles</b> <b>Trot and canter single poles on various lines &amp; 20 m circles in the arena.</b> <b>Trot a series of poles on a straight line.</b> <b>Maintain balance, rhythm and forward movement.</b>	10				
<b>Riding in the Open</b> <b>Ride at walk trot and canter in an open field of varied terrain.</b> <b>Discuss appropriate changes in position when riding in the open.</b>	10				
<b>TOTAL</b> Pass 55.25 marks	<b>85</b>				



**C1 Level – Worksheet**

Based on C1 Level requirements in the Testing Procedures  
 Approximate time: 90 – 100 minutes for 1 to 4 candidates

**PHASE FR/SJ – FLAT/STADIUM JUMPING TEST**

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 & AGE	Value	1.	2.	3.	4.
<u>Turn Out</u> <u>Horse &amp; Rider.</u> <u>Medical armband</u> <u>required.</u>	10				
<u>Position &amp; Balance</u> <u>On flat, all paces.</u>	10				
<u>All paces. Rhythm.</u> <u>Independent seat. Trot</u> <u>&amp; canter – no stirrups.</u>	10				
<u>Effectiveness and Use of</u> <u>Aids</u> <u>Transitions. Diagonals.</u> <u>Canter leads. Sequence</u> <u>of legs at canter.</u>	10				
<u>Trot – canter 20 m.</u> <u>circles. Turns.</u>	10				
<u>Riding down the centre</u> <u>line.</u> <u>Halt and salute.</u>	10				
<u>Maintain forward</u> <u>movement. Working</u> <u>trot (sitting). Show some</u> <u>lengthening (rising).</u> <u>Canter. Work on loose</u> <u>rein.</u>	10				
<u>Gymnastics</u> <u>Position, authority, and</u> <u>control over small</u> <u>fences.</u> <u>Maximum 2'6"</u>	10				
<u>Stadium</u> <u>Position</u> <u>Verticals, spreads, simple</u> <u>combinations, 1/3 of</u> <u>fences at 3' maximum.</u>	10				
<u>Pace and presentation</u>	<u>10</u>				
<u>Riding in the Open</u> <u>Ride at walk trot and</u> <u>canter in an open field of</u> <u>varied terrain.</u> <u>Discuss appropriate</u> <u>changes in position when</u> <u>riding in the open.</u>	10				
<b>TOTAL</b> Pass 71.5 marks	<b>110</b>				

**C2 Level – Worksheet**

Based on the C2 Level Requirements in the Testing Procedures  
 Approximate time: 90 – 120 minutes per candidate including lungeing.

10+ Outstanding 10 Excellent 9 Very Good 8 Good 7 Satisfactory 6.5 Sufficient/Pass	6 Almost Sufficient 5 Insufficient 4 Unsatisfactory 3 Poor 2 Bad 1 Attempted But Not Executed 0 Not Attempted
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**PHASE 1 – STABLE MANAGEMENT**

CANDIDATE'S NAME & AGE	Value	1.	2.	3.	4.
<u>Candidate's turn out</u> Medical armband. Gloves available, workmanlike.	5				
<u>Stable &amp; Pasture</u> Types of bedding, appropriate tools, efficiency.	10				
<u>Grooming</u> Pulling the mane. Grooming routines. Reasons to clip; types of clips.	5				
<u>Feeding</u> Uses of water. Identify concentrates & forages; ingredients, quality. Feeding for level of work and other factors.	10				
<u>Teeth</u> Types, numbers <b>and purpose</b> of teeth. General care, <b>signs of a horse needing its teeth floated.</b>	10				
<u>Foot &amp; Shoeing</u> Different types of shoes. Traction devices.	10				
Structure of foot – external & skeletal. Ailments.	10				
<u>Conformation &amp; Unsoundness</u> Bursal enlargements, bony enlargements, sprains & strains: causes, locations. Trot up as for vet.	10				
<u>Vet &amp; First Aid</u> Use items in own kit. Symptoms & treatment of common diseases. How to stop severe bleeding.	10				
<u>Saddlery</u> Identify snaffles: actions and evasions. How the saddle affects rider position.	10				
<u>Bandaging &amp; Travel</u> Stable & tail bandages. Purpose & fit of blankets, boots and bandages for travel.	10				
<u>Lungeing</u> Exercise own horse, 10 min. Condition fit and purpose of equipment.	10				
<u>Lungeing</u> Handling of line and whip. Technique.	10				
<b>TOTAL</b> Pass <u>78.0</u> marks	<u>120</u>				

**C2 Level – Worksheet**

Based on C2 Level requirements in the Testing Procedures  
Approximate time: 60 minutes for 1 to 4 candidates

**PHASE 2 – SECTION 1  
RIDING ON THE FLAT**

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

**Exception: If candidate testing Phase 2 Section 2 at same test, omit final two boxes. Calculate out of 80 marks.**

CANDIDATE'S NAME & AGE	Value	1.	2.	3.	4.
<u>Turn Out</u> Horse, Tack & Rider. Medical armband required.	10				
<u>Warm Up</u> -Discussion of warm up. Effectiveness of warm up.	10				
<u>Position &amp; Balance</u> At all paces, with & without stirrups.	10				
<u>Rhythm</u> All paces.	10				
<u>Effectiveness</u> Independent seat, aids. Maintain impulsion.	10				
<u>Transitions, Turns</u> 20 m. circles, trot & canter. Half circles & change of rein.	10				
<u>Work on Contact &amp; on long rein, On contact at all paces, on long rein at walk and trot. Maintain forward movement. Lengthening at trot and canter.</u>	10				
Leg Yield at walk or trot.	10				
<u>Riding over Ground Poles. Trot and canter single poles on various lines &amp; 20 m circles in the arena. Trot a series of poles on a straight line. Maintain balance, rhythm and forward movement.</u>	10				
<u>Riding in the Open Ride at walk trot and canter in an open field of varied terrain. Ride up and down a hill? Demonstrate appropriate changes in position when riding in the open.</u>	10				
<b>TOTAL</b> Pass 65 marks	100				

**C2 Level – Worksheet**

Based on C2 Level requirements in the Testing Procedures  
Approximate time: 60 minutes for 1 to 4 candidates

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

**PHASE 2 – SECTION 2  
TRAD. RIDING OVER FENCES**

CANDIDATE'S NAME & AGE	Value	1.	2.	3.	4.
<u>Gymnastics</u> Position, rhythm & control. Recommend max . 2'9"	10				
<u>Stadium Fences</u> Pace & presentation. Verticals, spreads & combinations; change of rein. Bending line. 1/3 at maximum 3'3".	10				
<u>Effectiveness</u> Position, control, use of aids.	10				
<u>Cross Country</u> Pace: 350-400 m/min. 3 – 4 pretraining fences. 3' maximum. Presentation. Varied terrain.	10				
<u>Effectiveness</u> Position, control, use of aids.	10				
<b>TOTAL</b> Pass 32.5 marks	50				

**C2 Level – Worksheet**

Based on C2 Level requirements in the Testing Procedures  
 Approximate time: 60 minutes for 1 to 4 candidates

**PHASE 2 – SECTION FR/SJ  
 FLAT RIDE/STADIUM JUMPING**

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 & AGE	Value	1.	2.	3.	4.
<u>Turn Out</u> Horse, Tack & Rider. Medical armband required.	10				
<u>Warm Up</u> Discussion of warm up. Effectiveness of warm up.	10				
<u>Position &amp; Balance (during warmup and flat ride)</u> At all paces, with & without stirrups.	10				
<u>Rhythm</u> All paces.	10				
<u>Effectiveness</u> Independent seat and aids. Maintain impulsion.	10				
<u>Transitions and turns - 20 m.</u> circles at trot & canter. Half circles & change of rein.	10				
<u>Work on Contact &amp; on long rein, On contact at all paces, on long rein at walk and trot. Maintain forward movement.</u> Lengthening at trot and canter.	10				
<u>Leg Yield at walk or trot.</u>	10				
<u>Gymnastics</u> Position, rhythm and control. Maximum 2'9"	10				
<u>Stadium</u> Pace and presentation Verticals and combinations, change of rein, bending line, 1/3 at maximum 3'3"	10				
<u>Effectiveness</u> Position, control, use of aids	10				
<u>Riding in the Open</u> Ride at walk trot and canter in an open field of varied terrain. Ride up and down a hill? Demonstrate appropriate changes in position when riding in the open.	10				
<b>TOTAL</b> Pass 78 marks	120				

**J. C. LEVEL INDIVIDUAL RECORD SHEETS**



The Canadian Pony Club

This form is for the use of Examiners following tests at “C”, “C1” & “C2” Levels. Some indication should be given as to when an unsuccessful candidate should repeat the test.

Completed forms should be given to the Branch Test Rep. Candidates may receive these forms after branch records are completed.

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

Date of Birth: \_\_\_\_\_

		Mark (%) or date passed	Meets the Standard	Does Not Meet the Standard	Level Achieved
<b>C</b>	Stable Management				
	Riding (Traditional)				
	<b>Flat Ride</b>				
	<b>Flat Ride/Stadium</b>				
<b>C1</b>	Stable Management				
	Riding (Traditional)				
	<b>Flat Ride</b>				
	<b>Flat ride/Stadium</b>				
<b>C2</b>	Stable Management				
	Riding on the Flat				
	Trad. Riding over Fences				
	Riding–Flat/Stadium				

Examiner Remarks and Recommendations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Branch Test Rep (or designate)

Signature of Examiners

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

**C Level - Individual Record Sheet**  
**PHASE 1 – STABLE MANAGEMENT**

-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

	Value	
<u>Candidate's Turnout</u> Medical armband. Gloves available. Neat, tidy & clean.	/10	
<u>Stable &amp; Pasture</u> Good & bad features & setup of own situation emphasizing safety. Clean a stall, choice of tools.	/10	
<u>Grooming</u> Full practical grooming, complete kit.	/10	
<u>Feeding</u> Know feeding rules & how they are implemented. Identify common grains, concentrates & processing methods. Own routine & ration.	/10	
<u>Foot &amp; Shoeing</u> External structures, care of the foot. Benefits of barefoot/shoes. Reasons to shoe/reshoe.	/10	
<u>Conformation &amp; Unsoundness</u> Positive & negative aspects of own horse; type; bone. Lameness: which leg and where.	/10	
<u>Conditioning.</u> Work vs. Exercise. Warm-up and cooling out, reasons why.	/10	
<u>Vet &amp; First Aid.</u> T, P, R; Identify minor wounds; cause, care & treatment.	/10	
Signs of cold, laminitis. Causes of colic. Cause & treatment of thrush, abscess, minor injuries. When to call the vet and what to tell them.	/10	
<u>Saddlery</u> Fit and care of own tack. Identify & fit nosebands, girths & common tack. Put on & remove a blanket.	/10	
<b>TOTAL</b> Pass 65%		/100

Candidates passing only Phase 1 may be awarded ½ green disc.

**C Level - Individual Record Sheet****PHASE 2 – TRAD. RIDING TEST**

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

	Value	
<u>Turn Out</u> Horse & Rider. Medical armband required.	/10	
<u>Mount – Dismount</u> Adjust stirrups, mounted.	/10	
<u>Position &amp; Balance</u> Walk, trot, canter. Trot, no stirrups.	/10	
All paces, feel of rhythm. Independent work.	/10	
<u>Effectiveness and use of Aids</u> Transitions. Halt. Salute.	/10	
Turns, circles. Trot, canter. Knowledge of canter leads.	/10	
Ability forward movement. Free walk. Walk, trot on loose rein.	/10	
<u>Gymnastics</u> Use of half seat. Poles & small fences. Position & planning. Pace. Recommend 2'3" max.	/10	
<u>Stadium Course</u> Minimum 6 fences. Verticals, spreads, combinations. 1/3 at 2'9" maximum.	/10	
<u>Cross Country</u> Authority, control, confidence. Pace: Open field. Hill. 3 to 4 Natural obstacles on varied terrain, 2'6" maximum.	/10	
<b>TOTAL</b> Pass 65%		/100

Candidates passing both Phase 1 &amp; Phase 2 have Passport endorsed as C and awarded green disc.



**C Level - Individual Record Sheet**

**PHASE FR – FLAT RIDE TEST**

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 & AGE	Value	
<u>Turn Out</u> Horse & Rider. Medical armband required.	/10	
<u>Mount – Dismount</u> Adjust stirrups, mounted.	/10	
<u>Position &amp; Balance</u> Walk, trot, canter. Trot, no stirrups.	/10	
All paces, feel of rhythm. Independent work.	/10	
<u>Effectiveness and use of Aids</u> Transitions. Halt. Salute.	/10	
Turns, circles. Trot, canter. Knowledge of canter leads.	/10	
Ability forward movement. Free walk. Walk, trot on loose rein.	/10	
<u>Riding over Ground Poles</u> Posting, sitting and two-point position over single poles on various lines & 20 m circles and through series of 3 to 5 poles spaced for mount on straight lines in the arena followed by 6"-12" cross rail. Maintain balance, rhythm and forward movement in walk & trot over poles and through corners.	/10	
<u>Riding in the Open</u> Ride at walk trot and canter in an open field of varied terrain. Ride with a group. Discuss 2 benefits of working your horse in the open & techniques to control an excited horse.	/10	
<b>TOTAL</b> Pass 58.5 marks		<b>/90 = ____%</b>

**C Level – Individual Record Sheet**

**PHASE FR/SJ – FLAT/STADIUM JUMPING TEST**

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 & AGE	Value	
<u>Turn Out</u> <u>Horse &amp; Rider.</u> <u>Medical armband required.</u>	/10	
<u>Mount – Dismount</u> <u>Adjust stirrups, mounted.</u>	/10	
<u>Position &amp; Balance</u> <u>Walk, trot, canter. Trot, no stirrups.</u>	/10	
<u>All paces, feel of rhythm.</u> <u>Independent work.</u>	/10	
<u>Effectiveness and use of Aids</u> <u>Transitions. Halt. Salute.</u>	/10	
<u>Turns, circles. Trot, canter.</u> <u>Knowledge of canter leads.</u>	/10	
<u>Ability forward movement. Free walk.</u> <u>Walk, trot on loose rein.</u>	/10	
<u>Gymnastics</u> <u>Use of half seat. Poles and small fences. Position and planning. 2'3" maximum.</u>	/10	
<u>Stadium course - position</u> <u>minimum 6 fences, maximum 8 (no one stride combinations).</u> <u>Verticals, oxers, 1/3 at 2'9"</u>	/10	
<u>Pace and presentation</u>	/10	
<u>Riding in the Open</u> • <u>Ride at walk trot and canter in an open field of varied terrain. Ride with a group.</u> <u>Discuss 2 benefits of working your horse in the open &amp; techniques to control an excited horse.</u>	/10	
<b><u>TOTAL</u></b> <u>Pass 71.5 marks</u>	<b>/110</b>	= _____ %

**C1 Level - Individual Record Sheet**

**PHASE 1 – STABLE MANAGEMENT**

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

	Value	
<u>Candidate's turn out</u> Medical armband. Gloves available. Neat, tidy & clean.	/5	
<u>Stable &amp; Pasture</u> Safety procedures in routines & practices in stable. Care & working for grass kept & stabled horse.	/10	
<u>Grooming</u> Turn out a well groomed horse. Trimming.	/10	
<u>Feeding</u> Nutrients. Feeding own working horse. Reasons for feeding rules. Types of hay.	/10	
<u>Foot &amp; Shoeing</u> Hot & cold shoeing, procedures, tools, terminology. Parts of the shoe. Good/bad shoeing. Shoes for own horse.	/10	
<u>Conformation &amp; Unsoundness</u> Identify 3-5 pos/neg points on horse other than own.. Locate common limb blemishes & unsoundnesses.	/10	
<u>Conditioning</u> Preparation and plan for conditioning. Care after work.	/10	
<u>Vet &amp; First Aid</u> Present own kit. Treatments: poulticing, hot fomentation, cold hosing.	/10	
Causes, symptoms and treatment for laminitis, ringworm. Plan for health: vaccinations, deworming and dental care.	/10	
<u>Saddlery</u> Putting up, storage, care for new tack. Identify martingales & saddles, use and fit.	/15	
<u>Bandaging &amp; Travel:</u> Apply stable bandages. Discuss equipment for travel.	/10	
<b>TOTAL</b> Pass 71.5 marks	<b>/110</b>	= ____ %

**C1 Level - Individual Record Sheet**

**PHASE 2 – TRAD RIDING TEST**

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

	Value	
Turn Out - Horse & Rider. Medical armband required.	/10	
<u>Position &amp; Balance</u> On flat, all paces.	/10	
All paces. Rhythm. Independent seat. Trot & canter - no stirrups.	/10	
<u>Effectiveness and Use of Aids</u> Transitions. Diagonals. Canter leads. Sequence of legs at canter.	/10	
Trot - canter 20 m. circles. Turns.	/10	
Riding down the centre line. Halt and salute.	/5	
Maintain forward movement. Working trot (sitting). Show some lengthening (rising). Canter. Work on loose rein.	/10	
<u>Gymnastics</u> Position, Authority, Control, small fences. Recommend max 2'6"	/10	
<u>Stadium</u> Verticals, spreads, simple combinations. 1/3 at maximum 3'. Pace, presentation.	/10	
<u>Cross Country</u> Position, control, use of aids. Natural terrain & over obstacles. 3-4 fences, 2'9" maximum. Pace 350 m/min.	/10	
Pace & Presentation	/5	
<b>TOTAL</b> Pass 65%		/100

Candidates passing both Phase 1 & Phase 2 have Passport endorsed as C1.

**C1 Level - Individual Record Sheet**

**PHASE FR – FLAT RIDE TEST**

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 & AGE	Value	
Turn Out - Horse & Rider. Medical armband required.	/10	
<u>Position &amp; Balance</u> On flat, all paces.	/10	
All paces. Rhythm. Independent seat. Trot & canter - no stirrups.	/10	
<u>Effectiveness and Use of Aids</u> Transitions. Diagonals. Canter leads. Sequence of legs at canter.	/10	
Trot - canter 20 m. circles. Turns.	/10	
Riding down the centre line. Halt and salute.	/5	
Maintain forward movement. Working trot (sitting). Show some lengthening (rising). Canter. Work on loose rein.	/10	
<u>Riding over Ground Poles</u> Trot and canter single poles on various lines & 20 m circles in the arena. Trot a series of poles on a straight line. Maintain balance, rhythm and forward movement.	/10	
<u>Riding in the Open</u> Ride at walk trot and canter in an open field of varied terrain. Discuss appropriate changes in position when riding in the open.	/10	
<b>TOTAL</b> Pass 55.25 marks		<b>/85 = _____ %</b>

**C1 Level - Individual Record Sheet**

**PHASE FR/SJ – FLAT/STADIUM JUMPING TEST**

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 & AGE	Value	
<u>Turn Out - Horse &amp; Rider.</u> <u>Medical armband required.</u>	/10	
<u>Position &amp; Balance</u> <u>On flat, all paces.</u>	/10	
<u>All paces. Rhythm.</u> <u>Independent seat. Trot &amp; canter - no stirrups.</u>	/10	
<u>Effectiveness and Use of Aids</u> <u>Transitions. Diagonals.</u> <u>Canter leads. Sequence of legs at canter.</u>	/10	
<u>Trot - canter 20 m.</u> <u>circles. Turns.</u>	/10	
<u>Riding down the centre line.</u> <u>Halt and salute.</u>	/10	
<u>Maintain forward movement. Working trot (sitting). Show some lengthening (rising).</u> <u>Canter. Work on loose rein.</u>	/10	
<u>Gymnastics</u> <u>Position, authority, and control over small fences.</u> <u>Maximum 2'6"</u>	/10	
<u>Stadium</u> <u>Position</u> <u>Verticals, spreads, simple combinations,</u> <u>1/3 of fences at 3' maximum.</u>	/10	
<u>Pace and presentation</u>	/10	
<u>Riding in the Open</u> <u>Ride at walk trot and canter in an open field of varied terrain.</u> <u>Discuss appropriate changes in position when riding in the open.</u>	/10	
<b>TOTAL</b> <u>Pass 71.5 marks</u>		<b>/110 = ____ %</b>

## C2 Level - Individual Record Sheet

### PHASE 1 – STABLE MANAGEMENT

10+ Outstanding 10 Excellent 9 Very Good 8 Good 7 Satisfactory 6.5 Sufficient/Pass	6 Almost Sufficient 5 Insufficient 4 Unsatisfactory 3 Poor 2 Bad 1 Attempted But Not Executed 0 Not Attempted
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	Value	
<u>Candidate's turn out</u> Medical armband. Gloves available, workmanlike.	/5	
<u>Stable &amp; Pasture</u> Types of bedding, appropriate tools, efficiency.	/10	
<u>Grooming</u> Pulling the mane. Grooming routines. Reasons to clip; types of clips.	/5	
<u>Feeding</u> Uses of water. Identify concentrates & forages; ingredients, quality. Feeding for level of work and other factors.	/10	
<u>Teeth</u> Types, numbers <b>and purpose</b> of teeth. General care, <b>signs of a horse needing its teeth floated.</b>	/10	
<u>Foot &amp; Shoeing</u> Different types of shoes. Traction devices.	/10	
Structure of foot – external & skeletal. Ailments.	/10	
<u>Conformation &amp; Unsoundness</u> Bursal enlargements, bony enlargements, sprains & strains: causes, locations. Trot up as for vet.	/10	
<u>Vet &amp; First Aid - Use items in own kit. Symptoms &amp; treatment of common diseases. How to stop severe bleeding.</u>	/10	
<u>Saddlery</u> Identify snaffles: actions and evasions. How the saddle affects rider position.	/10	
<u>Bandaging &amp; Travel</u> Stable & tail bandages. Purpose & fit of blankets, boots and bandages for travel.	/10	
<u>Lungeing</u> Exercise own horse, 10 min. Condition fit and purpose of equipment.	/10	
<u>Lungeing</u> Handling of line and whip. Technique.	/10	
<b>TOTAL</b> Pass <b>78</b> marks		/120 = ____ %

**C2 Level Individual Record Sheet**

**PHASE 2 – SECTION 1  
RIDING ON THE FLAT**

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

**Exception: If candidate testing Phase 2 Section 2 at same test, omit final two boxes. Calculate out of 80 marks.**

	Value	
<u>Turn Out</u> Horse, Tack & Rider. Medical armband required.	/10	
<u>Warm Up</u> Discussion of warm up. Effectiveness of warm up.	/10	
<u>Position &amp; Balance</u> At all paces, with & without stirrups.	/10	
<u>Rhythm</u> All paces.	/10	
<u>Effectiveness</u> Independent seat, aids. Maintain impulsion.	/10	
<u>Transitions, Turns</u> 20 m. circles, trot & canter. Half circles & change of rein.	/10	
<u>Work on Contact</u> on long rein, maintain forward movement. Lengthening in trot and canter.	/10	
<u>Leg Yield</u> at walk or trot.	/10	
<u>Riding over Ground Poles. Trot and canter single poles on various lines &amp; 20 m circles in the arena. Trot a series of poles on a straight line. Maintain balance, rhythm and forward movement.</u>	10	
<u>Riding in the Open</u> Ride at walk trot and canter in an open field of varied terrain.  Ride up and down a hill? Demonstrate appropriate changes in position when riding in the open.	10	
TOTAL Pass 65 marks	<b>/100</b>	= ___ %



**C2 Level - Individual Record Sheet**

**PHASE 2 – SECTION 2  
RIDING OVER FENCES**

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

	Value	
<u>Gymnastics</u> Position, rhythm & control. Recommend max 2'9".	/10	
<u>Stadium Fences</u> Pace & presentation. Verticals, spreads & combinations; change of rein. Bending line. 1/3 at maximum 3'3".	/10	
<u>Effectiveness</u> Position, control, use of aids.	/10	
<u>Cross Country</u> Pace: 350-400 m/min. 3 - 4 pretraining fences. 3' maximum. Presentation. Varied terrain.	/10	
<u>Effectiveness</u> Position, control, use of aids.	/10	
<b>TOTAL</b> Pass 32.5 marks	<b>/50</b>	= ____ %

Candidates passing each of Phase 1, Phase 2 – Section 1 and Phase 2 – Section 2 have the C Certificate endorsed as C2.

**C2 Level – Individual Record Sheet**

**PHASE 2 – SECTION FR/SJ  
FLAT RIDE/STADIUM JUMPING**

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 & AGE	Value	
<u>Turn Ot</u> Horse, Tack & Rider. Medical armband required.	/10	
<u>Warm Up</u> Discussion of warm up. Effectiveness of warm up.	/10	
<u>Position &amp; Balance</u> (during warmup and flat ride) At all paces, with & without stirrups.	/10	
<u>Rhythm</u> All paces.	/10	
<u>Effectiveness</u> Independent seat and aids. Maintain impulsion.	/10	
<u>Transitions and turns - 20 m.</u> circles at trot & canter. Half circles & change of rein.	/10	
<u>Work on Contact</u> & on long rein, On contact at all paces, on long rein at walk and trot. Maintain forward movement. Lengthening at trot and canter.	/10	
Leg Yield at walk or trot.	/10	
<u>Gymnastics</u> Position, rhythm and control. Maximum 2'9"	/10	
<u>Stadium -Pace and presentation</u> Verticals and combinations, change of rein, bending line, 1/3 at maximum 3'3"	/10	
Effectiveness. Position, control, use of aids	/10	
<u>Riding in the Open</u> Ride at walk trot and canter in an open field of varied terrain. Ride up and down a hill? Demonstrate appropriate changes in position when riding in the open.	/10	
<b>TOTAL</b> Pass 78 marks	/120	

**K. FLAT RIDES****I. FLAT RIDE – C  
(Optional)**

Do turnout as a group. Have them adjust the girth and stirrup one at a time, or one per Examiner. Walk out on rail, do 10-minute warm-up, organized by one Examiner.

Individual ride should be called.

1.	A X C	Enter at medium walk. Halt. Salute. Proceed at medium walk. Track left. Proceed to H.
2.	H A	Working trot rising. Circle left, 20 m. sitting.
3.	Between A & B B	Working trot rising. Working trot sitting.
4.	Between M & C C Between E & K	Develop working canter left lead. Circle left 20 m. Develop working trot rising. Proceed to F.
5.	FXH H	Change rein at working trot rising on a long rein. Working trot sitting
6.	Between F & A A Between E & H	Develop working canter right lead. Circle right 20 m. Develop working trot rising.
7.	C	Medium walk.
8.	MXK K	Change rein at free walk on a loose rein. Medium walk.
9.	A C	Halt. Quit stirrups. Proceed in working trot sitting. Circle 20m, first half sitting, second half rising Proceed to E working trot sitting.
10.	E B F	Turn left. Turn right. Medium walk.
11.	A X	Turn down centerline. Halt. Pick up stirrups. Wait for examiners instructions.

**Note:** Change in requirements “walk on a loose rein, trot on a long rein.”

**II. FLAT RIDE – C1  
(Optional)**

Do turnout as a group. Walk out on rail, do 10-minute warm-up, organized by one Examiner.  
Individual ride should be called.

1.	A X C	Enter at working trot rising. Halt through walk. Salute. Proceed at working trot sitting. Track left. Proceed to E.
2.	E X X X	Turn left. Circle left 20 m. rising. Circle right 20m. rising. Sitting trot and proceed to B.
3.	B	Turn right.
4.	Between F & A A	Develop working canter right lead. Circle right 20 m.
5.	Between K & E MXK K	Develop working trot rising. Change rein at rising trot, show some lengthening. Working trot sitting. Proceed to M.
6.	Between M & C C Between C & H	Develop working canter left lead. Circle left 20 m. Develop working trot rising. Proceed to A
7.	A FXH H	Medium walk. Free walk on a loose rein. Medium walk.
8.	C M	Halt. Quit stirrups. Proceed in medium walk. Working trot sitting.
9.	Between F & A A	Develop working canter right lead. Circle right 20 m.
10.	A	Develop working trot sitting. Proceed to K.
11.	K X G	Proceed on diagonal to X. Turn on to centre line. Halt through walk. Salute.

*III. FLAT RIDE – C2*  
(Optional)

To be ridden in a snaffle bridle, in a 20 x 60 or 20 x 40 ring if necessary. Do turnout as a group. 15 minute warm up OF THEIR CHOICE. Candidates are to show their own plan, progression and preparation for the flat ride. Individual ride should be called. All trots sitting unless otherwise indicated.

1.	A X	Enter working trot. Halt, Salute. Proceed in working trot.
2.	C HXF	Track left. Change rein lengthen stride (rising).
3.	After A	Turn onto ¼ line. Show straightness and then leg yield to the wall by H.
4.	C	Circle right, 20 m.
5.	MXK	Change rein lengthen stride (rising).
6.	After A	Turn onto ¼ line. Show straightness and then leg yield to the wall by M.
7.	C	Circle left, 20 m.
8.	H	Medium walk.
9.	E to F	Short diagonal, free walk on a long rein.
10.	F A K	Medium walk. Working trot. Working canter, right lead.
11.	E	Circle right, 20 m. Proceed to M.
12.	M to F F	Lengthen stride. Working canter.
13.	A E B	Working trot. Turn right. Turn left.
14.	C	Working canter, left lead.
15.	E	Circle left, 20 m. Proceed to F.
16.	F to M M	Lengthen stride. Working canter.
17.	C	Working trot.
18.	E	Circle left 20 m (rising) allowing the horse to stretch. Shorten reins on return to E.
19.	K A	Medium walk. Halt, quit stirrups. Proceed at working trot rising to C.
20.	Between C & H E	Working canter, left lead. Circle left, 20 m.
21.	K	Working trot.
22.	A X	Turn down centre line. Halt. Take back stirrups. Wait for examiner's instructions.

## **PART 4 – MISCELLANEOUS**

### **A. BRANCH TESTING FACT SHEET**

1. Choose a date and location for the written test. All members should write at the same time. Often the written tests are done in the spring before school exams. Tests should be written at least one month prior to the practical test.
2. Tests should be marked and returned to the candidates as soon as possible. At C2 level and above a panel should mark the tests or they could be sent outside the club for marking. A mark of 65% or better is required at all levels before proceeding to the practical phases.
3. After the written tests have been marked, the marking panel should write down suggestions for changes or additions to the written tests. These suggestions should be passed on to the Regional Testing Chair.
4. Set a date and location for the practical test. Make sure that the site has all of the necessary equipment and riding areas as outlined in the C/D Testing Procedures.
5. Book Examiners early. Tell the Senior Examiner who else is on the panel, so that they can share the Stable Management topics ahead of time.
6. Make sure all of the candidates and their parents are aware of the date, starting time and location well in advance. Also make sure that they know what to bring, what to wear, the type of stabling available, etc.
7. Plan to have beverages and washrooms available throughout the day. Also plan for a lunch break for both candidates and Examiners. Lunch for the Examiners is the financial responsibility of the Branch.
8. Have all paperwork ready and filled in where possible. Make sure you have sufficient copies of worksheets and Individual Record Sheets. Provide extra clipboards and pens.
9. Remind candidates to bring their passport (and Certificate if used by Region) to be signed at the end of the test.
10. Keep parents away from the barn area during the Stable Management portion of the test. Parents may watch the riding parts of the test but must stay at least 20 m away from the Examiners.
11. At the end of the test give out discs to new D's and C's, and make sure the Examiners have signed all of the passports (and Certificates if used by region). Give each examiner a copy of the Examiner Test Evaluation Form for test feedback. Thank the Examiners and give them their honorarium and/or mileage fee.
12. Be sure that you have a B level Examiner on your C2 panel.
13. Make sure that you completely fill in the Test Result Report Form (CPC webpage-downloads-testing) and a Branch Test Rep Test Evaluation Form (C/D TP) for your branch records. A copy of these forms must be sent to your Regional Testing Chair. The Test Result Form is also sent to the regional membership chair. Your Regional Test Chair will send a copy of C2 Test results to the National Testing Chair
14. Take a day off!

**B. TEST EVALUATION FORM – BRANCH TEST REP**

To be completed by **Branch Test Rep** following each test within your club to assess the examiners' performance. Please forward with your Test Result Report Form to the Regional Testing Chair.

Date: \_\_\_\_\_ Branch: \_\_\_\_\_ Test Site: \_\_\_\_\_

Level(s) Tested: \_\_\_\_\_ Examiner(s): \_\_\_\_\_

Total number of candidates tested: \_\_\_\_\_ Number of candidates passed: \_\_\_\_\_

If more than 4 candidates were tested, please indicate how the candidates were grouped for the examiners:

\_\_\_\_\_  
\_\_\_\_\_

Duration of test(s): \_\_\_\_\_ hours. Do you feel this was reasonable? \_\_\_\_\_. Explain:

\_\_\_\_\_  
\_\_\_\_\_

Examiner Honorarium (incl. transportation) paid: \_\_\_\_\_

If you answer no to any of the following, please use the back of the page to give further explanation.

1. Did the examiner(s) test within the requirements outlined in the Testing Procedures Manual for the level being tested?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. In your opinion, were all examiners very familiar with the requirements for the level being tested?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Do you feel that the testing was educational to the candidates? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Did the candidates seem comfortable with the examiner(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

5. Have you received positive or negative feedback from any of the candidates or others concerned with the testing? Please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you, as Test Rep, have additional comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Mail to: Regional Testing Chair,

**C. TEST EVALUATION FORM – EXAMINERS**

To be filled out by all **Examiners** following each test that they are involved in. Please forward this evaluation form directly to the Regional Testing Chair.

Senior Examiner: \_\_\_\_\_ or Test panel member \_\_\_\_\_

Branch: \_\_\_\_\_ Test Site: \_\_\_\_\_ Date: \_\_\_\_\_

Level(s) tested: \_\_\_\_\_ Additional Examiners: \_\_\_\_\_

Number of Candidates tested: \_\_\_\_\_ Number of Candidates passed: \_\_\_\_\_

Test fee you were paid: \_\_\_\_\_

- 1. Was the test well organized, all paperwork available? Yes \_\_\_ No \_\_\_
- Did the candidates have a workmanlike attitude, were they well turned out? Yes \_\_\_ No \_\_\_
- Did the Branch treat you hospitably, sufficient food and drinks? Yes \_\_\_ No \_\_\_
- Were you able to keep the test to a reasonable time schedule? Yes \_\_\_ No \_\_\_

Who made up the schedule for the day? \_\_\_\_\_

If not, please explain \_\_\_\_\_

- 2. Were the facilities adequate to properly test the level? Yes \_\_\_ No \_\_\_ Please explain

- 3. Can you indicate any general weaknesses that you noticed with the candidates from this Branch?

- 4. Based on your experience testing at this level, was this group of candidates generally at level, above average or below average?

- 5. Any additional comments that would be helpful to the branch organizer or Regional Test Chair:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

May be mailed by examiner directly to: Regional Testing Chair



**D. THOUGHTS ON ATTENDING A PONY CLUB TEST – FOR PARENTS****CANADIAN PONY CLUB**

Life goes on whether your child passes or fails.

As an international youth education group, our primary goal is to teach and expect appropriate behaviour from our young people. As adults, we are their role models.

Examiners are human. They are selected to be Examiners because of their ability to form an opinion based on what they see and hear from a candidate as it relates to the Canadian Pony Club Standards of Proficiency. These Examiners are willing volunteers and experienced horse people who spend their own time and money going to clinics and workshops to keep as current and up to standard as possible.

Examiners can only evaluate what they see or hear on the day of the test. They cannot take into account that the candidate won at the local hunter-jumper or dressage show last weekend or that they were on the winning National Rally or Quiz team last year.

Candidates are often nervous and do not show themselves the best advantage. That is why it is so important for the candidate to be well prepared, well rested and confident in their knowledge and ability.

Examiners are testing your child because you - a supporter of the Pony Club system - have asked them for their opinion. Be prepared to accept their opinion with courtesy and good sportsmanship.

Questioning the eyesight, ethics, parentage or judgement of the Examiners is not in the interest of good sportsmanship. Remember, your child will tend to mirror your attitude. Be a good role model.

This is the candidate's day. If you must remain on the site, bring a lawn chair and a book or hobby and find a quiet place out of the mainstream. Better still, go shopping or visiting until the test is done. Your child will feel most comfortable on this difficult day receiving support from his/her peers.

Above all, remember that Examiners truly hate having to fail anyone.

If a candidate is not successful in achieving the level, it is because, on that particular day, he/she did not meet the standard. Encourage your child to work on their weak areas and to try the test again.

Whether your child passes or fails, life does go on and sun will rise tomorrow.

*Compiled with help of documents from SLOV and USPC.*

**E. SAMPLE EXAMINER'S CONTRACT**



**CANADIAN PONY CLUB**

Dear: \_\_\_\_\_

Thank you for agreeing to be on our testing panel.

The date for our test is \_\_\_\_\_

We will have \_\_\_\_\_ candidates at the following levels:

D SM \_\_\_\_\_ R \_\_\_\_\_

C SM \_\_\_\_\_ R \_\_\_\_\_

D1 SM \_\_\_\_\_ R \_\_\_\_\_

C1 SM \_\_\_\_\_ R \_\_\_\_\_

D2 SM \_\_\_\_\_ R \_\_\_\_\_

C2 SM \_\_\_\_\_ FR \_\_\_\_\_ ROF \_\_\_\_\_

Our test will take place at \_\_\_\_\_

We wish to start our test at \_\_\_\_\_. We hope that you can arrive 15 - 30 minutes before that in order to facilitate the smooth running of our test.

We agree to pay you \$\_\_\_\_\_ honorarium, plus \_\_\_\_\_ ¢ a km. We will also provide you with beverages and a lunch.

If these arrangements meet with your approval, please sign one copy of this agreement and return it to me as soon as possible.

Yours truly,

Date \_\_\_\_\_

Signature \_\_\_\_\_

**PART 5 - CPC GUIDE ON CONCUSSION IN OUR SPORT**

CPC Risk Management Committee has reviewed the “Consensus Statement on Concussion in Sport 3<sup>rd</sup> International Conference on Concussion in Sport Held in Zurich, Nov 2008.”

After this review our recommendations to Organizers, Coaches and Parents are as follows:

1. If a rider has any blow to the head, face, neck or other part of the body that causes an impulsive force to the head, they should be screened for acute symptoms of concussion.
2. Symptoms to screen for include: loss of consciousness, seizure, amnesia, headache, pressure in head, neck pain, nausea or vomiting, dizziness, blurred vision, balance problems, sensitivity to light or noise, feeling slowed down or in a fog, “Don’t feel right”, difficulty concentrating or remembering, fatigue, confusion, drowsiness, emotional or irritable, sadness or anxiousness.
3. Any athlete with a suspected concussion should be immediately removed from riding, should not be left alone or allowed to drive, and should be referred for medical assessment.
4. Same day return to riding should only be allowed with medical clearance that there was not a concussion.
5. When a concussion is diagnosed CPC recommends that parents and coaches follow the Graduated Return to Riding Protocol (table 1) allowing at least 24 hours for each stage. This is adapted from the Consensus Return to Play Protocol and time frames may be extended for children under 10 where recovery can be more complicated.

Rehabilitation Stage	Functional Exercise at Each Stage of Rehabilitation	Objective of Each Stage
1. No activity	Complete physical and cognitive rest	Recovery
2. Light aerobic exercise	Walking, swimming or stationary cycling keeping intensity <70% MPPH; no resistance training	Increase HR
3. Sport-specific exercise	Light flat riding, walk/trot in controlled setting	Add movement
4. Non-contact training drills	Progression to more complex riding on flat	Exercise, coordination, and cognitive load
5. Full contact practice	Following medical clearance, participate in normal training activities (lessons and jumping)	Restore confidence and assess functional skills by coaching staff
6. Return to play	Normal competitive riding	

**TABLE 1. Graduated Return to Riding Protocol**

**THIS CHILD’S BRAIN IS MORE IMPORTANT THAN THIS COMPETITION, TEST, OR LESSON.**

This guide is to intend to support the existing rules regarding falls, and shall not be used to overrule the decision of an official, examiner, instructor or safety officer to not allow a participant to continue.