



# PONY CLUB

## NEW SOUTH WALES

The Pony club Association of New South Wales Incorporated

Introductory Instructors Certificate

As approved by State Council March 2013 V1  
Updated November 2018 V2

## **PONY CLUB ASSOCIATION NSW INTRODUCTORY INSTRUCTORS CERTIFICATE.**

### **AIMS:**

To provide a certificate at the introductory level for interested persons to become Pony Club Instructors and to provide basic instruction in riding and horsemanship and to understand the safety aspects of managing a group of riders at all levels of competence.

### **PRE-REQUISITE:**

Minimum age 17 years.

The course / assessment may be undertaken at any time after the age of 17 years. Attend a suitably convened Instructors' course (see below course information)

### **THE COURSE:**

The candidate will be required to attend at least one State-run two-day Instructors course covering the aspects under "Contents of the Course" below.

The course may be undertaken over two consecutive days or on two separate days.

The course must be organised by a Zone Chief Instructor and be recorded at the Pony Club Office as an official course.

### **CONTENTS OF COURSE:**

The course will cover the basics of the following aspects: -

#### **HORSEMANSHIP:**

The candidate will be able to demonstrate and teach the following and demonstrate safe methods for the various tasks according to the Riding Manual.

**Saddling** – putting on a saddle correctly (Riding: Section1: Part 2) including preparing the horses back and girth area – taking the saddle off and storing for later use.(i.e. sitting on the ground and/or putting on a saddle rack etc.)

**Bridling** – taking off a headstall / halter and putting on a bridle and taking the bridle off and putting on the headstall / halter. (Riding: Section 1: Part 2)

**Rugging** – Putting on and taking off different types of rugs and understanding the reason for rugging.

**Grooming** – Identify and understand the use of different types of grooming utensils (brushes etc.) (Riding: Section 6: Part 3)

**Picking up feet** - Be able to pick up the feet of a quiet horse, including cleaning out the hoof with a hoof pick.

**Parts of the horse** - Know the parts of the horse (external).

**Colours and Breeds** – Know the various horse colours and have a basic knowledge of the breeds and their origins

### **GEAR CHECKING:**

The candidate must be able to demonstrate a correct gear check to ensure that –

- The rider is wearing an approved helmet and boots
- The rider is wearing the correct uniform for the day (rally or competition)
- The horse's gear is PCANSW approved gear and is in safe conditions
- The horse's gear fits correctly according to PCANSW rules and is comfortable for the horse.

### **RIDING:**

The candidate will be able to instruct a group in the following.

**Safety** – have a good knowledge of the safety aspects of teaching a group of riders of all standards and ages with particular attention to the following –

- Keeping horses, a safe distance from each other to avoid kicking
- Be aware of the capability of each horse/rider combination
- Be aware of the area where you are teaching for unexpected occurrences such as – is it near a train line, are there other groups or activities in the same area? – and make sure your group knows what to do in an emergency.
- Stand in a position so that you can see the whole group all the time (e.g. outside the circle in the open or in a position in an arena where the riders can stay in front of you or if it is necessary for you to be in the middle such as with very young and/or inexperienced riders that you have a helper who has the responsibility of watching all the riders).
- Ask the riders if they have sunscreen on if riding in the open.
- Have regular water drink breaks on hot days.
- Don't allow parents and/or others to distract you when you are in charge of riders.

**Mounting, Dismounting and Leading in hand (including rein drill) - Teach** a group the correct method of mounting and dismounting and rein drill and leading the horse in hand.

**Riding on the flat** - Be able to teach a group of at least three riders-

- The correct upright position
- Walk (including footfalls of the horse at the walk)
- Trot (including footfalls of the horse at the trot) and recognizing and changing diagonals
- Canter (including footfalls of the horse at the canter and recognizing the leading leg and how to change leading legs).

**Troop Drill** - Be able to take a troop of riders and know the basics of troop drill (Riding: Section 8)

**Jumping** - Teach a group of riders over poles on the ground (Section 4: Part 2)–

- Know the distances for trotting poles
- Teach the riders the 2-point (or forward) seat.
- Organise the group so that riders are not too close to one another (allowing room for riders to turn away if the rider in front stops etc.)

**Sporting / Games** - Teach of group of riders –

- The safety aspects when taking part in sporting events and mounted games.
- The rules of sporting events such as flag, barrel bending etc.
- Understand the importance of controlling the pace of riders in relation to their ability.

**Cross country jumping, Campdrafting, Polocrosse, Tentpegging etc.** are more specialised and Instructors who teach riders in these aspects should know and understand the limitations of their experience and knowledge in these areas. At all times riders must only be permitted to undertake these activities at the level of their riding experience and that of the horse they are riding.

#### **FIRST AID:**

Candidates must be aware of any medical problems of the riders they teach (the Club Secretary to provide a list of riders with special needs etc.)

Candidates must attend a lecture arranged by the ZCI and conducted by a qualified first aider.

The candidate must know the procedures when an incident/accident takes place (e.g. who to report the incident/accident, what forms to fill out etc.

#### **ASSESSMENT:**

The candidate is ready for assessment when they feel confident that they are able to undertake the above task and has attended the required school.

Assessment should be done in a friendly, helpful atmosphere

The assessment will require the candidate to teach of a practical lesson in the following areas and to conduct a gear check –

- Mounting and dismounting and leading the horse in hand.
- On the flat
- Over poles
- Teaching a sporting/games group
- Demonstrating how to saddle/unsaddle and bridle/unbridle a horse and to tie up with a quick release knot and to lead the horse in hand.
- Pick up feet
- Rugging and unrugging

Assessment may take place on a day specifically arranged for the purpose or at a Rally Day.

*It is suggested that when there are several candidates undertaking the assessment there is an assessor for each area so that the candidates can go from one area to the other and the time for the assessment for each candidate will be reduced.*

#### **WORK SHEET/S:**

The candidate will be required to complete a short work sheet/s as part of the assessment.  
The work sheets may be filled out on the day or prior to the Assessment  
The candidate may use written material to fill out the work sheet/s

#### **NOTES FOR ASSESSORS:**

The Assessors have a very responsible task in making assessments. While the candidate is not expected to have in-depth knowledge at this level they must be able to demonstrate that they have a basic knowledge of the requirements of the course and be able to show the Assessor that they can control a group and understand the safety aspects of teaching riding and horsemanship.

The following people are eligible to be Assessors -

1. Zone Chief Instructors.
2. NCAS (Pony Club) Level One Coaches
3. PCA Old system Level Two Examiners (as invited by the ZCI conducting the Assessment)

#### **RENEWALS: -**

Introductory Instructors Certificates are valid for a period of four years or part thereof and must be renewed by attending a State or Zone run renewal school in line with Old System Instructors Certificates.

**PCA NSW INTRODUCTORY INSTRUCTORS CERTIFICATE.  
ASSESSMENT SHEET**

The Assessment Sheet is to be completed by the Assessor's on the day of the Assessment.

Name of Candidate \_\_\_\_\_

Club \_\_\_\_\_ Zone \_\_\_\_\_

C = competent

NYC = not yet competent.

Task	C	NYC	Initials of Assessor	Comments
<b>HORSEMANSHIP:</b>				
Saddling and unsaddling				
Removing headstall and putting bridle on				
Removing bridle and putting headstall on				
Tying up using a quick release knot				
Picking up feet				
Rugging				
Grooming and identifying grooming Tools				
Identify parts of the horse				
Identify parts of the saddler				
Identify the following colours – Chesnutt, bay, brown, grey, Dunn, creamy, palomino etc.				
<b>GEAR:</b>				
<b>GEAR CHECK:</b> Carry out a gear check				
Identify any unsafe gear and explain how to correct				
<b>RIDING:</b>				
<b>RIDING:</b> Conduct a flat riding lesson. Assessor to mark the following				

<b>Position of Instructor</b>				
<b>Content of lesson including rider position</b>				
<b>Safety of lesson</b>				
<b>SAFETY:</b>				
<b>RIDING – Conduct a jumping lesson (poles on the ground)</b>				
<b>Position of Instructor</b>				
<b>Content of lesson including rider position</b>				
<b>Safety of lesson</b>				
<b>GAMES:</b>				
<b>SPORTING/GAMES – Conduct a games/sporting lesson</b>				
<b>Position of Instructor</b>				
<b>Content of lesson</b>				
<b>Safety of lesson</b>				

**Names of Assessors:**

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

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

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

**COPY OF THIS ASSESSMENT FORM TO BE SENT IN WITH APPLICATION FOR THIS CERTIFICATE**