



NEW ZEALAND PONY CLUBS CERTIFICATES 2007

(Updated October 2008)

**Organised by the
New Zealand Pony Clubs Association Inc.**

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PONY CLUB CERTIFICATES

INTRODUCTION

Certificates are an essential part of the Pony Club system, providing incentive and encouragement to learn and improve at all levels.

There is provision for an exam approximately every two years throughout a member's time in Pony Club. Recommended ages: D - 8/9 years, D+ 9/10, C - 11/12, C+ - 12/13, B - 14/15 years. Minimum age for H and A, 16 years. Members may not sit certificates after their 25th birthday. O Certificate (refer to appendix A).

Exam Syllabuses are in the NZ Pony Club Manuals, reference pages are noted for each certificate in this rule book. The booklet, '**NZPCA Examination Syllabuses**' is available from the Pony Club Shop.

None of these exams are compulsory, but we want to encourage all members to attain at least C standard, 'to ensure that everybody can ride well enough to establish a safe and happy partnership with their horse, and that all horses are cared for to a reasonable standard.' Manual No 1, page 8.

Those who join Pony Club at a later age should require much less time between the earlier exams - in fact, it could be possible for them to take D and D+ or D+ and C on the same day.

The Elaine Knox-Thompson Award. This award will be made to any Pony Club member making outstanding contribution or achievement, within the NZPCA, despite permanent disability.

The nominee must have participated in at least five working rallies during the twelve months immediately preceding the nomination.

Recommendation from the members' Club shall be submitted in writing to the Area Delegate to COM for endorsement and presentation to the Committee of Management, which will make the final decision.

Rules. On the following pages, rules, which are subject to revision from time to time, are indented and numbered to distinguish them from the guidelines. General rules will be found below, those pertaining to individual exams under the Certificate headings.

The General Rules and the Rules pertaining to the individual exams must be read in conjunction to obtain all relevant information pertaining to any certificate.

FOR ALL CERTIFICATES

- Rule 1.** Members may not sit exams after their 25th birthday.
- Rule 2. Working Rallies and Attendance at Rallies:** Rules and Regulations for Clubs and Branches - Rule 2:19 Working Rallies and Rule 2:20 Attendance at Working Rallies apply.
- Rule 3.** A member visiting a Club may not sit, or be recommended for, certificates there, except by permission of the District Commissioner of the member's home Club.
- Rule 4.** A member transferring from another club or branch is not required to sit again for Certificates already passed, provided written confirmation is received from the secretary of the Club or Branch from which the member is transferring.
- Rule 5.** Candidates for an exam must have passed the previous exam. Note special provision for B Horse Management and H Exams.
- Rule 6.** Candidates must bring only one horse to the exam. It need not belong to the candidate, but he/she is responsible for its turnout on the day. Only the candidate can work their horse in prior to the commencement of the exam on the day.
- Rule 7.** Candidates must not have received coaching from the examiner(s) for at least one month prior to the exam. It is expected that up to C+ level, record cards will usually be signed in a rally situation by Pony Club Coaches, Visiting Coaches or specialists e.g. Farrier, Veterinarian, Saddler etc, or organized visits to such people. At B, O, H & A levels members receiving tuition outside Pony Club rallies may have their cards signed accordingly. The Chief Club/Branch Head Coach will decide who may sign the cards.

(Oct 2008)

Rule 8. Members Record Cards: are essential to ensure that the syllabus is covered methodically. Members must not be put forward for assessments or examinations until their cards are filled.

Coaches are reminded that cards are not to be bulk signed i.e. all sections cannot be signed on one day or in one session.

Candidates for all Pony Club Certificate Examinations must produce their record card for the Examiner(s) to check at the time of the examination, the card must be fully signed. It is the responsibility of the candidate's Club Chief or Branch Head Coach to make sure the card is fully signed and to check this before the exam.

Rule 9. Assessments: For B, H and A certificates, all candidates must be assessed before being accepted for the exam. It is the responsibility of the candidate's Club to arrange for the assessment. The Assessor who should not be one of the intended Examiners for the exam, is invited by the District Commissioner in consultation with the Chief/Branch Head Coach.

Record cards must be checked by the Assessor. If they are not completed satisfactorily, the reason must be established and may be borne in mind during the assessment. If the Assessor is satisfied that the candidate is up to standard, every effort must be made to obtain the necessary signatures before sitting the exam. The cards must be checked again by the Club Chief or Branch Head Coach before the exam to ensure the signatures have been obtained and the card is fully signed.

If the card is not presented, and the candidate is up to standard the card must be forwarded to the Assessor before approval can be given to sit the exam. See also Rule 24.

Rule 10. Examiners are to be informed before the exam of any disabilities of candidates.

Rule 11. Candidates must be on the ground at least 30

minutes before their stated time. Candidates for C+, B, H & A exams must report to the Technical Delegate at least 30 minutes before their starting time. Anyone arriving after that time will be examined only at the discretion of the Technical Delegate and the Chief Examiner.

(Oct 2008)

Rule 12. Saddlery: For all exams it is preferred that candidates complete the entire exam in a general purpose saddle, however for C certificate candidates and above, if this is not possible, the candidate should have the jumping saddle close by, so that the change can be made quickly, in the presence of the examiners.

For all exams, boots/bandages may be worn throughout. Martingales, if they must be used for jumping, should have the rings tied round the neckstrap until required. If, for reasons of safety, a change of bit is needed for jumping, the bit/bridle must be brought to the exam and changed in the presence of the examiners.

Hackamores of any type, including halters of rope or other material, are not allowed.

For the A exam, candidates will be given time to change saddlery between dressage and jumping. A double bridle may be used for the first two phases.

Uniform. Club/Branch uniform must be worn for all exams up to C+. For B and A certificates a jacket may be worn, Ref Manual No 2 (revised edition 1998) page 294 and Manual 2 (revised edition 2007) page 421 to 423. For H certificate, Pony Club uniform is preferable, must include gloves and helmet.

For all exams ear-rings, ear studs and any exposed jewellery must be removed or taped. Tongue studs must be removed.

Rule 13. Failure of a Candidate. In the event of a candidate failing an exam at C, C+, B, H and A level, three months must elapse before sitting again.

For B, H & A certificates, candidates who do not resit the exam within twelve months of the exam must be re-assessed.

Rule 16. Where applicable, Examiners' and Technical Delegates' travelling expenses will be reimbursed by the organising Club.

Rule 17. Certificates for D, D+, C, C+ and B, which must be signed by the District Commissioner of the Club and the examiners concerned, are provided by the Club, together with a clip of the appropriate colour, to be worn with the badge. Clips are purchased from the Pony Club Shop. Printing of certificates for D, D+, C, C+ and B is the responsibility of the Club.

Certificates, clips and/or felts for the H and A certificates are provided by the NZPCA. Certificates and badges for O certificate are provided by the NZPCA.

Rule 18. Examiners. All examiners (except the National and Association Coaches) must be members of a Pony Club.

National and Association Coaches may be invited to examine D, D+, C, C+ and B exams only in conjunction with Club Examiners.

Examiners should be experienced coaches, at least to the level of the exam they are examining. They must be thoroughly familiar with the syllabus, and must NEVER, in questions or in the work required from the candidate, go beyond or outside this syllabus.

It is the responsibility of the Examiner(s), in conjunction with the Technical Delegate, where applicable, to check that all jumps, equipment and horses used in an exam are safe and in good order. (See the section on Technical Delegates.)

Rule 19. For D, D+ & C the whole exam must be taken on one occasion. It is immaterial which section is examined first.

For C+, B & A certificates the exam may be sat in sections i.e. Riding or Horse Management. Candidates for B & A certificates need only be assessed for the section they wish to sit. Examinations are divided into Riding and Horse Management **sections**, each of which is further divided into **phases**.

CONDUCT OF EXAMS

A well-conducted exam should be an enjoyable and educational experience for all concerned. However, to many people any form of exam is an ordeal. It is up to the Examiner (who may also be nervous) to put candidates at ease. The Examiner must appear relaxed and confident and carry out the exam in such a way that, whatever the outcome, candidates feel that they have had a fair chance to prove their knowledge and ability.

If, during any exam, a potentially dangerous or harmful situation arises through the actions of a candidate, the Examiner must not allow it to develop. Act quickly if it is urgent, otherwise question and, if necessary, quietly correct him/her. Continue the exam, but bear the episode in mind when assessing the candidate.

Examiners should liaise with the District Commissioner or Branch Head Coach about starting times and programme for the day.

If examining with others, make contact and decide which horse management phases each will take.

PREPARATION

For exams beyond C it's important to examine at the level. Starting below the level wastes time, prolongs the exam to no useful purpose, and can make marking difficult. Neither is it feasible, with the time-frame in mind, to include every detail in the exam syllabus. The time-frame is designed to allow for a full and fair exam without undue stress.

The Examiner needs to:

- * Work out a format which combines practical work and questions, for both the Riding and the Horse Management sections.
- * Decide which subjects to go into more deeply, which to cover with just one or two questions requiring brief answers. Alternate to avoid 'brain drain'.
- * Refer constantly to the exam syllabus and to the appropriate Manual when preparing the programme.

- * Write down the movements or tasks for candidates to perform, and the question larger groups.
- * Make sure to have the necessary props for feeding, grooming, first aid, etc, or advise the organising Club of any requirements.

ON THE DAY

The Examiner will need their notes, a clipboard or notebook, pens and/or pencils and a plastic bag, if the weather is wet.

Manuals, No 1 for D, D+ and C, Manuals No's 1 and 2 and revised Manual 2 for C+, B, H and A. NZPCA 'Rules and Guidelines for Pony Club Certificates' latest edition.

Turnout: Refer to the Code of Dress for Examiners at D, D+, C, C+, B, H and A. Hair controlled and hat optional. Collared shirt/blouse or skivvy/polo shirt. Shirt and tie must be worn at A level; optional, but recommended at C+ and B level. Jacket, vest or plain coloured jersey. Jodhpurs, tailored trousers (no jeans), or skirt. Riding boots or dark sturdy walking shoes/boots (no runners/sneakers). Jewellery should be kept to a minimum.

Examiners should arrive at least 45 minutes before starting time, so that they can check layout, jumps, props, etc.

INTRODUCTIONS

The District Commissioner, Technical Delegate or whoever is in charge of the day will introduce candidates and Examiners to one another. Name tags all round assist, but Examiners should be sure to write down each candidate's name, with some means of identification.

Examiners should:

- * Explain briefly how the exam is to be run, emphasise that if candidates do not understand what is required they should ask for further explanation.
- * During inspection ask each candidate their horse's age, how long they have had it, general riding interests. If it's necessary to know the candidate's age, ask the Technical Delegate or person in charge.

All previous knowledge of any candidate, including competitive successes or failures, MUST be put right out of mind.

All instructions to candidates must be clear, and ample warning given for all commands.

Exams can be very tiring, especially for younger members. The time allowance for each phase should be adhered to whenever possible.

MARKING AND ASSESSMENT

It is suggested that the following marking system be used for all exams:

A+	Excellent	A	A-	Very good
B+	Good	B	B-	Adequate, lowest pass mark
C+	Below standard	C	C-	Insufficient
D+	Poor	D	D-	Very poor

When examining, write down a brief comment and mark for each part of each phase. When completed, check marks. A preponderance of C+'s or below is an obvious failure, all B-'s or above, a pass. The most difficult situation is the borderline - some B's, possibly even A's, and some C's. Decide whether the C's were for major or minor points. If in doubt, put down C+/B- and underline the mark you tend to favour. At the end of that section of the exam, check marks with co-examiner(s). If the candidate is C+/B- (borderline) in two or more phases it cannot be a pass.

When assessing, think overall, rather than in petty detail. If there is still doubt, consider:

1. Were the candidate's methods safe?
2. Were the techniques shown acceptable?
3. If the candidate continues on the same lines, will s/he improve?

Examiners should always discuss their findings among themselves, in the presence of the Technical Delegate, before giving the results to the candidates and their supporters.

SUMMING UP AND RESULTS

Keep it brief and objective. Say first who has passed and failed, then mention outstandingly good or weak points overall. Comments should be kept fairly general - never give the impression that a candidate failed on one small point. Encourage wherever possible. Even those who have not passed should feel that the exam has been worthwhile and that they have done well in some aspects. They should know just what they must work on to be up to the standard required next time.

Examiners are not obliged to discuss exams after the summing up other than with the District Commissioner, Technical Delegate or Chief Club Coaches. Written reports will be given only for H and A certificates.

While a Technical Delegate is mandatory for C+, B, H and A certificates, it is strongly recommended that a representative of the organising Club, preferably the District Commissioner or the Chief Club Coach, should be present at all other exams.

It cannot be emphasised too strongly that candidates, parents and coaches must accept the examiners' findings without argument. If they have any points to raise, they should approach the Technical Delegate, or, if there is no Technical Delegate, the District Commissioner.

GUIDELINES FOR INDIVIDUAL CERTIFICATES

D CERTIFICATE

For the exam syllabus, see Manual No 1, page 19. Recommended age, 8/9 years.

Clip: Green.

Rule 20. Examiners must be 18 years of age or over, and have served a probationary period of two exams with an experienced Examiner. They are appointed by the Chief/ Head Coach of the Club or Branch. They may come from the same branch as the candidates, but must not have worked with any of them during the preceding month.

REQUIREMENTS.

Riding Section: A mounting block - e.g. a hay bale. A small enclosed area is required for D Certificate instruction.

Horse Management Section: Candidates' own horses, unsaddled and tied up with halter and rope along a tying rail or fence line. Several small brushes and titbits for the horses. Saddle and snaffle bridle, for identifying parts.

NOTES FOR EXAMINERS

The essence of the D exam should be safety, simplicity and fun for the candidates. The Examiner must be satisfied that they can carry out the requirements of the exam, and that they have an elementary understanding of the correct position and the aids to start, stop and guide the horse. Few questions should be needed to ascertain this.

It is important that each candidate should be asked one or two questions on 'Do's and don'ts' for riding on the road.

Care of the horse must be as practical as possible, with great attention being paid to safe and sensible handling of the horse throughout.

It is embarrassing for examiners to be obliged to fail children in this very simple exam. It is up to coaches to make sure that members are up to standard before putting them forward.

The format and content of the exam must remain the same, whatever the age of the candidate. Older members must not have a harder exam.

Format of the Exam. Candidates will be taken in groups of two to four.

Overall time, 20 to 35 minutes maximum.

Riding Section: Explanation. 2 minutes.

Inspection. 2 candidates 3 minutes. 4 candidates 6 minutes

Riding: As a suggested programme, each rider could show dismount, mount. Then, working as a ride, halt one at a time from rear of ride, walk on. Change rein by turning across in single file. Trot front to rear on the other rein. Ask each person simple aids, one question each.

Ask about 'Do's and don'ts' on the Road.

Finish with some position and activity exercises.

Time, 2 candidates 10 to 15 minutes, 4 candidates 15 to 20 minutes.

Horse Management Section

Each candidate to show, with their own horse, tying up, brushing over, giving a titbit, leading in hand. Name simple points of the horse, parts of saddle and bridle.

2 candidates 10 minutes, 4 candidates 15 minutes.

D+ CERTIFICATE

Recommended age 9/10 years.

For the exam syllabus, see Manual No 1, pages 42-44 (Pre C 1)

Clip: Green

D+ has been introduced to bridge the gap between D and C Certificate for riders . D+ is compulsory from 01 January 2008. (D+ Certificate is examined as per D Certificate)

Examiners. Refer to Rule 20 - D Certificate.

REQUIREMENTS.

Riding Section

A mounting block. Space to work in the open, preferably with both flat and undulating ground.

A dressage arena, 40x20m, with letters.

Trotting poles and a course of 5-6 jumps with an easy 2 stride double.

Height of jumps for D+ Certificate is approx 50 cm.

Games equipment.

Horse Management Section.

Candidates' horses, halters, rope, twine, unsaddled and tied to a float/truck or suitable rail.

Own horse's tack, for saddling up.

Clean grooming kit.

Cover.

Samples of hay.

A table or hay bales to lay out props for the Horse Management section.

NOTES FOR EXAMINERS.

It is important that this D+ exam is conducted in a safe and enjoyable way so that these young riders enjoy the experience. Bear in mind that 9 and 10 year old riders may have difficulty in expressing themselves so keep the questions simple. Horse Management should be practical and related to their own horse. Older members must not have a harder exam.

Format of the Exam. Candidates will be taken in groups of two to four. Overall time 50 to 80 minutes

SUGGESTED TIMETABLE.

Riding Section.

Explanation 3 minutes.

Inspection 2 candidates 4 minutes, 4 candidates 8 minutes.

The Examiner will talk to the riders about their own horse and what they like doing at Pony Club. Try to make the riders feel relaxed with no undue stress for the D + exam.

Riding. 2 candidates 20 minutes, 4 candidates 40 minutes.

Work in an enclosed area (arena) or in the open on large circles on both reins at walk and trot to work the horse in.

Work in the arena, e.g turns across the arena, 20m circles at walk & trot at A or C, begin canter transitions on a circle or in a corner, work without stirrups at walk, walk on a long rein, exercises to improve games skills, use of the whip.

Discussion on diagonals, natural & artificial aids, paces & rhythm

Jumping. Check girth, alter stirrups if necessary. Ride over poles on the ground at walk and trot, jump a simple jumping course, simple exercises to improve jumping position.

Questions on the road code & riding on farmland.

Horse Management. 2 candidates 20 minutes, 4 candidates 30 minutes.

Paddock & feeding,

Handling,

Grooming,

Saddlery & equipment,

General knowledge.

C CERTIFICATE

For the exam syllabus, see Manual No 1, pages 42-44.
Recommended age, 11/12 years.

Clip: Yellow.

Rule 21. Examiners must be 18 years or over, have attended a C level coaches course and/or be holders of B Certificate, and have served a probationary period of two exams with an experienced Examiner.

Examiners are appointed by the District Commissioner in consultation with the Chief Club/Branch Head Coach, and must not be from the same branch as any of the candidates.

REQUIREMENTS.

Riding Section: Space to work in the open, preferably with both flat and undulating ground.

A dressage arena, 40 x 20m, with letters.

Trotting poles and a course of 6 or 7 jumps, with an easy two-stride double.

If possible, a small ditch and/or a few very small fences on slopes or other cross-country obstacles, close to the other jumps.

Maximum height for C Certificate, 65cm.

Horse Management Section: Candidates' horses, halters, ropes, binder twine, unsaddled and tied to a suitable rail or fence.

Own tack, for saddling up and fitting of tack.

Grooming kit.

A few shoes (See Manual No 1, page 153.)

Samples of hay and basic hard feeds.

Tack cleaning kit.

A table or hay bales on which to lay out props, preferably under cover.

NOTES FOR EXAMINERS.

Bear in mind that 11 and 12 year olds, and many inexperienced older riders, often have difficulty in expressing themselves, especially when nervous. Keep questions simple, emphasising knowledge of aids and basic assessment, rather than detailed analysis of horse's performance.

Care of the horse must be practical, and related to the candidate's own horse.

Format of the Exam. Candidates are best taken in groups of two to four.

SUGGESTED TIMETABLE.

Overall time: 1 hour 30 minutes to 2 hours 20 minutes.

Riding Section: phases 1 to 3. Total time, 50 to 80 minutes.

Phase 1. Explanation, Inspection, Work in the open on large circle, position, diagonals, paces, including canter. 1 or 2 candidates 15 minutes, 4 candidates 20 minutes.

Phase 2. Work in the school, e.g. turns as a ride, 20m circles at A or C, canter front to rear. questions on aids, diagonals, etc. 1 or 2 candidates 15 minutes, 4 candidates 20 minutes.

Phase 3. Alter stirrups, check girths, ride up and down hill, open and/or shut gate. Trotting poles, jumping, simple exercise, course, cross country fences. Questions on Road Code, Pony Club etc., 1 or 2 candidates 20 minutes, 4 candidates 40 minutes.

Horse Management Section: phases 4 to 7. Total time, 40 to 60 minutes.

Phase 4. Paddocking, feeding.

Phase 5. Handling, grooming, shoeing.

Phase 6. Saddlery and equipment.

Phase 7. Health and general knowledge (colours, markings).

Each phase for 2 candidates 10 minutes, for 4 candidates 15 minutes.

C+ CERTIFICATE

For the exam syllabus, see Manual No 2 (revised edition 1998) pages 15-17 and Manual No 2 (revised edition 2007) pages 424-427. Recommended age, 12/13yrs.

Clip: Orange.

Candidates may sit this exam in sections (Riding or Horse Management). Holders of C+ Horse Management may continue to B Horse Management but must have their full C+ to progress to B Riding.

Clubs are encouraged to give the candidate a certificate signifying C+ Riding only or C+ Horse Management only. When the candidate gains the complete 'C+' a new C+ Certificate must be issued.'

Rule 22. Examiners must be 21years of age or over. Only those named on the NZPCA C+ and B Examiners Panel (section 3 of the Pony Club Resource Manual), as C+ or B Examiners may examine for C+ Certificate, except that an experienced C Examiner may officiate with one of the above. Two C Examiners may not examine together.

There will normally be two Examiners, but in exceptional circumstances, with the approval of the District Commissioner, a C+ or B Examiner may examine alone.

Examiners are appointed by the District Commissioner and the Club Chief/Branch Head Coach in consultation with the Area Delegate to the Committee of Management. Examiners should come from another Club. They must come from another Branch.

Rule 23. Technical Delegate. The District Commissioner of the organising Club shall appoint a person with knowledge of the exam as Technical Delegate.

REQUIREMENTS.

Riding Section: As for C Certificate, but a one-stride double may be included. A few cross country fences are most desirable at this level.

Maximum height for C+ Certificate, 80cm.

Horse Management Section: Candidates' horses, tied up as for C for discussion of shoeing, condition and worming programme.

Samples of feedstuffs, poisonous plants, etc.

Grooming kit or equipment, tack cleaning and first aid kit, farrier's tools.

Travel boots and bandages. Both are needed, to allow for candidate's choice.

About six bits in everyday use - to allow for choice of three.

NOTES FOR EXAMINERS.

This is not intended to be an 'in-depth' exam, the emphasis should be on the candidate being 'on the right lines' towards B certificate. It is halfway between C and B certificates, and should be examined at that level.

Candidates should, however, have greater technical knowledge than at C certificate. They should be beginning to develop an ability to analyse, in a realistic manner, their work and the way the horse is going. They should understand the objects of, and the aids for, the movements of an exam. Where necessary, they should be given the opportunity to improve their performance, after discussion with the Examiner.

The gallop forms an enjoyable part of the C+ exam. It shows both spirit and control and should always be included.

Candidates are not required to change horses during this exam.

In Horse Management, candidates must show developing all-round knowledge and ability to care for and condition their horse.

Format of the Exam. Candidates will be examined in twos or threes.

SUGGESTED TIMETABLE.

Overall time: 2 hours 5 minutes to 2 hours 50 minutes.

Times given are for actual examining.

Riding Section: phases 1 to 3. Total time, 1 hour 5 minutes to 1 hour 30 minutes. Both Examiners work together.

Phase 1. Explanation, inspection, work in the open. 15 to 20 minutes.

Phase 2. Dressage, 20 to 30 minutes.

Phase 3. Jumping, 30 to 40 minutes.

Horse Management Section, phases 4 to 7. Total time, 1 hour to 1 hour 20 minutes. Examiners work separately, taking two phases each. 15 to 20 minutes for each phase for groups of 2 or 3.

Phase 4. Paddock, feeding, exercise, conditioning.

Phase 5. Handling, grooming, clipping and shoeing.

Phase 6. Preparing for travel, saddlery and equipment.

Phase 7. Health, first aid.

B CERTIFICATE

For the exam syllabus, see Manual No 2 (revised edition 1998) pages 17 -21 and Manual No 2 (revised edition 2007) pages 429-434 Recommended age, 14/15yrs.

Clip: Dark Blue.

Candidates wishing to sit B Certificate Riding must have passed C+ Riding and Horse Management. Holders of C+ Horse Management may continue to B Horse Management.

(Candidates may sit this exam in 2 sections (Riding or Horse Management). Holders of B Horse Management may continue to H but must have their Full B certificate to progress to A Riding).

Rule 24. Assessment. Candidates MUST be assessed before being accepted to sit the exam. The assessment may be done by coaching sessions conducted by the Club's B level coaches and/or Examiners. If the candidate does not pass this assessment, s/he cannot be nominated to sit the exam until further coaching has been received and the required standard attained. See Rules 8, 9 and 19.

A candidate failing in either section of B certificate and not re-sitting the exam within twelve months of the exam must be reassessed for the required section(s).

Rule 25. A pass may be awarded in B certificate for either the Riding or Horse Management section. The Examiner should sign the candidate's record card accordingly.

Clubs are encouraged to give the candidate a certificate signifying B Riding only, or B Horse Management only. When the candidate gains the complete 'B' a new B certificate must be issued.

Rule 26. Examiners. Only those named as B or C+ Examiners, on the NZPCA C+ and B Examiners Panel, may examine for B certificate. Examiners will work in pairs, preferably one B and one experienced C+. Two C+ Examiners may not examine together.

C+ Examiners assisting with B examining MUST have served a probationary period of at least ONE exam with an experienced B Examiner.

Only in exceptional circumstances, with the agreement of the District Commissioner, will a B Examiner (not a C+) take a exam on his/her own.

Examiners are appointed by the District Commissioner and the Club Chief/Branch Head Coach in consultation with the Area Delegate to the Committee of Management. Examiners should come from another Club. They must come from another Branch.

Rule 27. The Technical Delegate is to be an Area Representative or his/her appointee. Therefore it is imperative that when Clubs are making arrangements for B certificate exams the Area Representative is informed at least one month prior to the exam date.

REQUIREMENTS.

Riding Section: Space to work in the open.

Dressage arena, with letters. Either 40 x 20m, or 60 x 20m, the latter recommended for three candidates.

Jumping: A course of 6-8 fences, including a double, built to a plan supplied by the examiners, or at their suggestion.

Natural fences, 6-8 involving undulating ground, are most desirable, but they must be in close proximity to the other facilities. A cross country course over several paddocks is not suitable. If these fences are not available the Examiners will have to incorporate some 'control' type fences into the jumping course, plus at least one free-riding type of fence, such as a brush.

Maximum height for B certificate, 95cm.

Changed horse phase: Normally candidates change horses at the Examiners' direction. If there are problems of size or suitability or there is only one candidate, a well-mannered horse, saddled and bridled, should be available.

Double bridle: A quiet horse with a double bridle, adjusted to fit. This horse is only ridden for a few minutes at walk and trot.

Horse Management Section: A loose box, or failing this, a 'mock-up' where a bed can be put down, bucket and haynet placed. It could be a pen of rails, bales etc. Bedding, stable tools, drop skep, haynet, water bucket.

A quiet horse preferably used to a loose box if one is being used. Also for grooming, bandaging, conformation, etc.

For loading/unloading, a quiet horse used to the float or truck being used.

A table, or bales, preferably under cover, on which to lay out props.

Props: It is usual for the Club to provide standard items like grooming kit and shoeing tools. Other items by arrangement with the examiners.

As far as possible, all arrangements should be made by the organising Club.

NOTES FOR EXAMINERS.

Keep in mind the first of the objectives for B Certificate, 'To become an active and thinking rider, able to assess results'. Candidates should be able to discuss the way their horses are going and their training programme. They should know whether they have achieved specific movements, and if not, be able to improve their performance after further discussion.

In jumping, candidates should have a secure, balanced position showing effective contact with hand and leg. They should be able to jump all types of fences at specific paces, and have some basic knowledge of building fences, simple combinations and exercises which will be safe and encouraging and improve their horses' jumping.

When changing horses, safety must be the first consideration. A strong or difficult horse which is under adequate control with its own rider could be dangerous with someone unknown.

Points to note:

1. The approach to a changed horse and how the tack is checked, including making sure that the stirrup irons and leathers are of a suitable size.

2. That the rider checks with the owner prior to mounting with spurs or a dressage whip.

The candidate should ride the horse at all paces, jump a few small straight forward fences, and be able to assess its way of going.

Do not hesitate to curtail this section if you feel the candidate is having a detrimental effect upon the horse, or shows signs of being out of control.

Double bridle. In order to retain relativity with other phases, care should be taken to keep within the time allowed. All candidates should fit the curb chain and demonstrate how to hold the reins. This, combined with one or two well-chosen questions, should show whether their knowledge of the fitting, action and use of the bridle is adequate.

Horse management should be as practical as possible. You must see how the candidate goes about handling a horse and carrying out the daily tasks associated with one.

Candidates at this age should be becoming more articulate, but keep questions simple and be prepared to re-phrase them if the candidate seems uncertain.

Throughout the exam, candidates must show practical ability and understanding. While some theoretical knowledge is required in both the riding and the Horse Management sections, they must be able to relate this to the horses they are riding and handling in the exam.

Format of the Exam. Candidates will be examined in pairs whenever feasible. Possibly in threes when an odd number is involved.

SUGGESTED TIMETABLE.

In order to plan for the day, it is essential that Examiners should know beforehand how many candidates are sitting:

- * the full exam.
- * the Riding section only.
- * the Horse Management section only.

The times stated are for actual examining and are usually quite adequate, although a candidate who is slow to answer may take a little longer.

Overall time: 2 hours 40 minutes to 3 hours 30 minutes.

Riding Section: phases 1 to 4. Total time, 1 hour 20 minutes to 1 hour 50 minutes (excludes phase 5).

Phase 1. Inspection and work in the open. 15 to 20 minutes.

Phase 2. Dressage. 20 to 30 minutes.

Phase 3. Jumping, overall. 30 to 40 minutes.

All candidates complete phases 1 to 3. Those who have reached a definite point of failure will only continue the riding section at the discretion of the examiners.

Phase 4. Change horses. 15 to 20 minutes.

Phase 5. Double bridle. 5 minutes per candidate.

Horse Management Section: phases 6 to 9. Total time, 1 hour 20 minutes to 1 hour 40 minutes. 20 to 25 minutes each phase for groups of 2 or possibly 3). Examiners work separately, taking two phases each. The examiner taking phase 8 must be sure to check the float/truck, if included, for safety factors, (not in the candidates brief), prior to the exam.

Phase 6. Paddock, feeding, exercise, conditioning.

Phase 7. Stabling, grooming, clipping/trimming, saddlery, equipment.

Phase 8. Travel, loading/unloading, bandaging.

Phase 9. Health, ailments, conformation, foot and shoeing.

Candidates failing one part of the exam should be allowed to attempt the other section/phases, with the exception of phases 4 and 5.

Recommended maximum number of Candidates in one day for the full exam, six.

H AND A CERTIFICATES

For the exam syllabuses, see Manual No 2 (revised edition 1998) pages 191/194 & 142/143 and Manual 2 (revised edition 2007) pages 435 to 442. Minimum age, 16 years.

Clips: H - Purple. A - Red.

'H' candidates must be holders of B Horse Management.

'A' candidates must be holders of B certificate.

(Oct 2008)

Honours: H. An Honours pass will be achieved by any candidate who receives at least one A+ in any phase, all other marks to be either A-, A or A+.

A. An Honours pass will be achieved by any candidate who receives at least two A+'s in any of the phases, and a maximum of one B+ in each of the Horse Management (HM) and riding sections. All other marks to be either A-, A or A+. (Note: a rider with a B+ in the HM section may achieve A Honours but not achieve H Honours.)

Rule 28: Maximum Age. Refer to Rule 1.

Rule 29. Examiners. These certificates are examined by the National Coaches, who may be assisted by Association or approved Coaches. At least two Examiners, appointed by the Committee of Management, will officiate at every exam.

In exceptional circumstances, and only with the permission of the Chairperson of the Training Committee, the Chief Examiner may examine on their own with an experienced Technical Delegate present.

Rule 30. An Examiner who has worked with a candidate within the preceding six months must declare their interest to the Technical Delegate before the exam.

Rule 31. A Technical Delegate, usually the Area Representative for the area in which the exam is held, will be appointed by the Committee of Management. An Exam TD who has worked with a candidate within the preceding six months must declare their interest to the Chief Examiner before the commencement of the exam.

Official Observers. Coaches who are teaching at B level or above may apply to the Association, in writing, at least six weeks beforehand, to observe at an H or A exam. They must not have worked with any of the candidates within the last month. Usually, one observer per Examiner, maximum. Potential candidates may not attend as official observers, but may apply to be grooms.

Parents and other interested people may watch the A riding and the outside sections of H from a distance.

Arrangements

Exam dates and venues are set several months ahead by the Committee of Management. Exams are usually held in central venues. Clubs are urged to lodge applications early, as this allows time for special local requirements to be considered, and where possible, catered for.

Exams are run on behalf of the Association by arrangement.

Rule 32. The Area Representative is responsible for overall administration, assisting where necessary and liaising with the Association, the Chief Examiner and the organisers.

Candidates' fees, and the administration fee payable by their Clubs, are fixed from time to time by the Association. Return of fees - see Rule 36.

Rule 33. Application forms are available from the Coaching Officer and/or from the Resource Manual and/or NZPCA Website. Applications must be made by the candidate's Club and signed by the District Commissioner and the Chief Club Coach. (If no Club Chief Coach, then by the Branch Head Coach).

National Coaches will sign the application form only at the request of the District Commissioner.

Application forms must be lodged with the Association AT LEAST three months prior to the selected exam date.

The Association acknowledges receipt of the application to the candidate, and when the assessment forms are returned, advises acceptance or wait-listing.

Rule 34. Dispensation. If District Commissioners grant dispensation to candidates regarding the attendance at five working rallies, this must be indicated, with reasons, on the application form. Refer to Club and Branch Rule 2:19 Working Rallies and 2:20 Attendance at Working Rallies.

Rule 35. An Assessment form will be sent to each candidate on receipt of their application form and fee. It is the responsibility of the candidate's Club to arrange for the assessment by someone with knowledge of the exam. See Rule 8. The form to be signed accordingly by this person and the District Commissioner and lodged with the Association AT LEAST six weeks prior to the selected exam.

Record cards: Candidates are requested to send a copy of their record card with the assessment form.

Closing dates will be strictly adhered to in the interest of organisation and administration. The appropriate fee must accompany these forms.

On receipt of the assessment form and acceptance fee, candidates will be informed by the Association of local details, venue, times, etc.

Rule 36. If, for any reason, a candidate is unable to attend the exam, he/she must immediately inform the Association or person specified on the acceptance form. A doctor's or veterinarian's certificate may be required before consideration can be given regarding the return of fees.

Rule 37. In the event of a candidate being unable to attend on this date, or failing an exam and wishing to re-sit, the Club must furnish a new application form.

Unsuccessful H & A candidates who do not re-sit within 12 months of the exam will need to be re-assessed.

Rule 38. Candidates must report to the Technical Delegate at least thirty minutes before their starting time. Anyone arriving after this time will be examined only at the discretion of the Technical Delegate and the Chief Examiner.

Results will be given at the conclusion of the exam. The Examiner's written report, together with certificates for successful candidates, will be forwarded by the Association.

Horses. Although candidates bring a horse to A Certificate exams, extra horses are needed. For H all horses and equipment have to be supplied.

The Association is extremely grateful to owners who lend horses for use in these exams. Reasonable transportation costs will be met to bring them to the venue.

H CERTIFICATE

This exam is divided into four phases.

Phase 1. **Conformation:** buying - ageing - movement and action. Soundness and lameness. Foot and shoeing. Health/condition; minor ailments - sick nursing. 50 mins.

Phase 2. **Stable yard:** construction - fire precautions - siting muck heap - feed/hay storage - routine - bedding. Pasture management; horse at grass. Feeds, identify/assess feed and hay - feed tables. Conditioning/fitting. 40 mins.

Phase 3. **Tack up and lunge for exercise:** reasons for lunging. Leg up. Ride and lead. Road safety. 50mins.

Phase 4. **Saddlery:** Bits. Clipping/trimming. Grooming. Float/truck inspection; travelling, including preparation. 40 mins.

REQUIREMENTS.

Phase 1. Loose box, yard or tying rail, preferably under cover. Space to run up in hand. Medicine chest. Farrier's tools and shoes. One horse tied, with halter and rope, cover/sheet, haynet. Hoof pick, drop skep.

Phase 2. Stable yard with feed and tack rooms. Loose box with bedding, preferably straw. Stable tools, drop skep or wheelbarrow, water bucket. Samples of feed and hay. No horse required.

Phase 3. Loose boxes, yards or tying rail, cover available. Lunging area, which must be enclosed and nearby. Space for ride and lead. Haybale or sheet for lunging equipment. Lunging cavessons, side reins, lunge reins, lunge whips, brushing boots to fit horses, different types of the above equipment as available. Hoof pick, drop skep.

Two horses, saddled and bridled, tied up with halter and rope. Extra horses may be needed for ride and lead.

Phase 4. Loosebox, yard or tying rail, adjacent to float or truck. Provision for hanging tack, saddle horse. Two or three saddles, for type, soundness. A selection of girths, irons, bits, bridles, nosebands, martingales etc. Double bridle.

Table, with clipping machine, also oil and screwdriver. Grooming kit.

Truck or float. If a float, preferably double. It must have back strap or bar and be attached to towing vehicle. Travel boots and bandages with gamgee or wraps, tail bandage. Selection of covers and sheets (need not fit horse). Knee caps, hock boots, poll guard, if available.

One horse, tied with halter, cover or sheet, haynet. Hoof pick, drop skep.

Horses. For a half day exam, three lunge horses will be required, for a full day, preferably four. These horses may, if suitable, be used for ride and lead, otherwise more will be needed. Different horses may be used in the afternoon.

Lunge horses should be experienced, used to side-reins and have been lunged recently. Horses for ride and lead should be used to this.

All horses and equipment should be available at least 30 minutes before the start of an exam, to enable the Examiners to familiarise themselves with the horses and check the equipment.

Some of the equipment may be supplied by the Examiners, by prior arrangement with the Area Representative or local organiser.

A room, heated in winter, with seating, for lunch, and for giving out results.

Lunch and morning and afternoon tea for Examiners, Technical Delegate, official observers and local organiser.

Grooms. Since this exam runs to a tight schedule, some assistance with horses is essential. This is an opportunity for potential candidates to gain invaluable experience. They can help by preparing horses beforehand, being on hand during the exam, and caring for the horses at lunch time and at the end of the day. They may not take advantage of this within three months prior to sitting this exam. Applications should be made to the Association, in writing, at least six weeks prior to the exam.

Format of the Exam. Candidates are usually examined in pairs, sometimes singly. Maximum, eight in a day. Time - total 3 hours. Candidates, organisers and Examiners will receive a timetable from the Association.

A CERTIFICATE - RIDING SECTION

Rule 39. On the application form, it must be certified that:

1. It is the responsibility of the Club's officials to arrange for the candidate to be assessed and for the assessment form to be sent to the Association at least SIX WEEKS prior to the selected exam date.
2. The candidate has complied with Rule 2.
OR - include the DCs reasons for exemptions.
3. The candidate has been trained according to the syllabus of the certificates, as set out in the NZPCA Manuals No' s 1 and 2 and Manual No 2 (revised edition 2007).
4. The horse which the candidate intends to bring to an exam has been trained to a reasonable standard in all phases of the work required, and is qualified under 2 and 3 above.

5. The candidate is prepared to allow his/her horse to be ridden by other candidates at any stage of an exam, as requested by the Chief Examiner.

Change of Candidate's Horse. Where a candidate changes his/her horse after an assessment has been made the candidate and new horse must be reassessed. Exception can be made for last minute substitution, due to injury or illness. In which case the candidate must immediately inform the District Commissioner, or in his/her absence, the Club Chief/Branch Head Coach, who is responsible to check that the change is for a valid reason, that the substitute horse has the necessary experience, and to notify the Coaching Officer straight away.

All candidates will be examined in phases 1, 2 and 3 (see below), at the end of which a summing-up will be given. Usually, at the discretion of the Chief Examiner, only those who have passed or are borderline at that point will continue.

Rule 40. A candidate may not leave the venue before the conclusion of an exam, without the permission of the Technical Delegate.

Rule 41. A candidate passing all phases of this exam gains a pass in A Riding. The A Certificate is awarded only when both the Riding and Horse Management (H Certificate), sections have been passed.

INFORMATION FOR ORGANISERS

The A Certificate exam consists of two sections, as follows:

Riding Section

Phase 1. Inspection, work in the open.

Phase 2. Dressage.

Phase 3. Jumping own horse.

Phase 4. Jumping other horses.

Phase 5. Riding green horse. Knowledge of Training methods.

Horse Management Section: See H Certificate.

REQUIREMENTS - RIDING SECTION

Phase 1. Flat ground, adjacent to dressage arena, with trotting poles.

Phase 2. Dressage arena, with letters, 60 x 20m.

Phases 3 and 4. Different fences are needed for these two jumping phases. Candidates ride one of these phases on their own horse, followed by the other on a changed horse.

(a) A show jumping course of about eight fences, including combinations, with trotting poles and some spare poles and stands for gymnastic exercises, adjacent to the above.

A show-jumping plan will be supplied by the Chief Examiner beforehand.

(b) One or more groups of schooling-type cross country fences, close together for easy viewing, would be ideal. A cross country course is not suitable.

Maximum height for A Certificate, 1.10m.

Phase 5. Flat ground for work in the open, usually in or close to the jumping area.

A room and catering, as for H.

Horses. For adequate examining of candidates at this level, it is considered essential that each should ride at least four horses. One or two green or awkward horses will be needed for Phase 5. These horses must be safe for strangers to ride. They are not required to jump.

Where there is a small number of candidates, one or two additional horses may be needed. These should be at a somewhat more advanced stage of training and capable of jumping up to about 1m. Good hunter types are usually suitable. Provided they are sound and safe to ride, problems of temperament or behaviour are no deterrent.

Format of the Exam. Times depend on the number of candidates. The Chief Examiner will contact the local organiser regarding the timetable and the number of horses required. The following is a broad outline of the timetable:

Phase 1. Inspection, work in open, 15 mins.

Phase 2. Dressage, 45 mins.

For phases 1 and 2 candidates are taken in pairs or in threes. All candidates complete these two phases first.

Phase 3. Jumping own horse

Phase 4. Jumping changed horse

For phases 3 & 4 All candidates together. Times - Course walk 10mins, Work in 10 mins, Round and discussion, 5 mins per candidate. Total 30 mins approximately, each phase, for two candidates, plus 5 mins for each extra candidate.

Phase 5. Green horse, ageing and riding, training methods, 20 mins approximately for two candidates, if two horses available.

Overall times, for two candidates - phases 1 & 2, 1 hour, phases 3,4,5, 1 hour 20 mins.

Total actual examining time, approx 2 hours 20 mins.

TECHNICAL DELEGATE

Guidelines

The Technical Delegate is a liaison officer between all parties, and mediates between Examiners, candidates, parents and coaches. He/she must have a sound knowledge of the appropriate exam syllabus and the standards required, particularly at the level to which he/she has been appointed, and the confidence to answer, with complete impartiality, any queries that may arise. 'On the day the Technical Delegate will need a current copy of the Rules and Guidelines of the NZ Pony Club Certificates and the booklet NZPCA Examination Syllabuses.'

The duties of a Technical Delegate include the following:

1. To check that facilities are adequate and as requested by the examiners, and to check the safety and dimensions of fences.
2. To ensure that the questions and work asked of candidates are within the scope of the exam. In case of doubt, to discuss this with the Examiners during or at the conclusion of the phase. Such discussion to take place before results are given out, and not in the presence of the candidates.
3. To ensure that the time for each phase is adhered to, unless there is some specific reason for departure from it.
4. To be present when examiners are conferring and when results are given to the candidates, who may have their parents and coaches with them, and to be present during any ensuing discussion.
5. To be available for discussion at the conclusion of the exams with Examiners, candidates, parents and coaches, the District Commissioner or Club representative.
6. To report on the day to the District commissioner and to the club, as required.

In the case of H and A, to the Committee of Management.

EXAMINERS CLINICS

To provide examiner training at all levels the NZPCA will fund a number of Examiners Clinics annually in each Island. Allocation of these Clinics will be on an Area rotational system.

The Association will keep an updated database of C+ and B Examiners. Areas should keep a database of C Examiners.

Areas may hold additional examining clinics at their own expense.

C+ and B Examiners: It is Areas responsibility to ensure their C+ and B Examiners remain updated. To remain current, C+ and B Examiners must update or upgrade in a three to five year period. C+ and B Examiners who have not been re-assessed at an Examiners' Clinic within a period of five years, will be deleted from the national panel. Note: A C+ Examiner can qualify as a B Horse Management Examiner or a full B Examiner.

Areas may hold additional examining clinics at their own expense or they may include a clinic in their Area's Coaching and Training Programme.

APPENDIX A.

'O' CERTIFICATE

The 'O' Certificate (O for Options) offers a range of practical, artistic and academic options. Unlike other Pony Club Certificates there is no set exam, candidates select the required options and on completing the requirements, qualify for a pass in Bronze, Silver or Gold 'O' Certificate.

The 'O' Certificate syllabus is divided into FIVE or SIX sections offering a range of practical, artistic and academic options (see table below). Candidates select options building up a comprehensive and personal record which will require assembling in a folder or clear file.

District Commissioners must verify compliance to Club and Branch Rules 2:19 Working Rallies and 2:20 Attendance at Working Rallies on the candidate's form. Certificates and badges will be sent by the NZPCA to the successful candidates upon completion of their certificate.

Further details of this certificate are available from the District

Commissioner or Area/Club Co-ordinator. 'O' Certificate Information Booklets and Application Forms are available from the Coaching Officer, Pony Club Shop, the Resource Manual and the NZPCA Website.

BRONZE 'O' CERTIFICATE

Candidates may enrol for 'O' Certificate and commence once they have become a financial member of a Pony Club Branch. They will receive their selected options and when completed, Bronze 'O' Certificate and badge is awarded.

Section 1 - D Certificate

Section 2 - Pony Club Service

- Three occasions from the list

Section 3 - Projects

- Table A: select ONE option
- Table B: select ONE option

Section 4 - Active Riding

- select THREE from ELEVEN options

Section 5 - Practical Activities

- select TWO from FIVE options

Section 6 - Education, Service and Creative Work

- select TWO from SEVEN options

SILVER 'O' CERTIFICATE

Candidates may commence options on attaining D Certificate. They will receive their selected options and when completed, the Silver 'O' Certificate and badge is awarded.

Section 1 - C Certificate

Section 2 - Pony Club Service

- select ONE from THREE options

Section 3 - Active Riding

- select THREE from THIRTEEN options

Section 4 - Practical Activities

- select THREE from EIGHT options

Section 5 - Education, Service and Projects

- select THREE from EIGHT options

Plus ONE option from either sections 2, 3, 4 or 5

GOLD 'O' CERTIFICATE

Candidates may commence options on attaining C Certificate. They will receive their selected options and when completed, the Gold 'O' Certificate and badge is awarded.

Section 1 - C+ Horse Management

Section 2 - Pony Club Service

- select TWO from SIX options

Section 3 - Active Riding

- select THREE from THIRTEEN options

Section 4 - Practical Activities

- select THREE from ELEVEN options

Section 5 - Education, Community Work and Creative Work

- select THREE from TEN options

Plus ONE option from either sections 2, 3, 4 or 5

References:

NZPCA Manual No 1 (revised edition 2003)

NZPCA Manual No 2 (revised edition 1998)

NZPCA Manual 2 (revised edition 2007)

NZPCA Pony Club Resource Manual

NZPCA Website - www.nzpca.org