

# **NEW ZEALAND PONY CLUBS ASSOCIATION INC.**



## **GUIDELINES AND REQUIREMENTS FOR HOSTING H & A CERTIFICATE EXAMINATIONS**

To be read in conjunction with the current  
Rules & Guidelines for NZ Pony Clubs Certificates  
Rules 28 - 41 incl.

**New Zealand Pony Clubs Assn Inc.  
NZPCA Coaching & Training Administrator  
50A Lawrence Road  
R. D. 4, TUAKAU  
AUCKLAND 2694  
Ph: (09) 236 8654  
Email: [coachingpony@xtra.co.nz](mailto:coachingpony@xtra.co.nz)**

### The C & T MC will:

1. Request that an Area host the exam
2. Appoint the Examiners and Technical Delegate/s
3. Approve the official 'H' & 'A' Observers and 'H' Grooms
4. Set the format and timetable in conjunction with the Lead Examiner
  - Maximum of 8 candidates are examined in one dayThese times are approximate and may alter from time to time due to venue and local conditions
  - Morning - 8.00 am to 12.20 pm                      Lunch                      Afternoon - 1.00 pm to 4.45 pm
4. Make the travel arrangements for the Examiners and any other officials.
5. Supply nametags for all candidates and officials.
6. Notify the TD, examiners, reserve examiner and exam organiser of the final number of candidates and the exam timetable immediately after the assessments have been received (six weeks prior to the exam).
7. Issue reimbursements for the following (if applicable)
  - **Venue hire as pre-arranged.** (Fees larger than \$100 per day should be approved by the Coaching and Training MC)
  - **Catering** - a maximum of \$10.00 per head per day for examiners, TD, organiser and grooms only. Invoices must be furnished with the claim form.
  - **Travelling of loaned horses** - these should be sought from within a reasonable distance if possible. Minimum of \$10 per horses to a maximum of \$50 per horse. The distance is to be recorded as a guideline.
  - **Transporting Examiners** to and from the airport if necessary.

### The Area to host the Exam will:

1. Assign an appointee to be responsible for the overall organisation of the examination.

### The Area Appointee will:

1. Liaise with the Coaching & Training Administrator and the Lead Examiner
2. Arrange exam venue(s) in conjunction with the NZPCA Coaching & Training Administrator.
3. Organise the horses, gear and equipment
4. Ensure arrangements for catering are made
  - The catering costs are covered by the C&TMC for lunches and morning and afternoon teas for the Examiners, Technical Delegates, Official Observers, and NZPCA personnel.
    - Suggestions for lunches - sandwiches or rolls; pies or pizza; salads and cold meats; soup in winter; tea / and coffee; cool drinks in summer and fruit.
    - A maximum of \$10.00 per head per day may be claimed

*Note: Candidates are responsible for their own catering; however some areas supply a warm drink during a winter exam and a cold drink during a summer exam.*
5. Arrange for someone to transport the Examiners to and from the airport, if required.
6. Supply contact details of the caterer/s, horse owners and those involved with transport of the officials to the C&T Administrator in order for reimbursements to be made
7. Organise accommodation for the examiners and other officials if required.
  - The Officials accommodation costs are covered by the C&TMC.
  - Candidates are responsible for their own accommodation arrangements.
  - Candidates may require horse accommodation prior to the exam – any costs will be borne by the candidate.

## H CERTIFICATE REQUIREMENTS for the EXAMINATION

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 minutes).
- 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/fitness. (40 minutes)
- Phase 3**     **Tack up and lunge for exercise:** reasons for lunging. Leg up. Ride and lead. Road safety. (50 minutes)
- Phase 4**     **Saddlery:** Bits. Clipping/trimming. Grooming. Float/truck inspection; travelling, including preparation (40 minutes)

## **SUGGESTED LIST OF EQUIPMENT FOR THE H CERTIFICATE EXAMINATION**

### **PHASE 1 (Horse/s required tied up with halter, cover/sheet)**

- Medicine chest
- Farrier's tools and a selection of surgical shoes e.g. feathered edge, rolled toe, wedge, T bar, heart bar, plain stamped road shoe, pads, studs – assortment. One hind shoe drilled for studs.
- Leg and hoof bones (if available). Windsucker's strap.
- Dung skip, hoof pick.

### **PHASE 2 (No horse required but may have one in box)**

- Range of mucking out tools suitable for the bedding. (sawdust, shavings, straw)
- Straw is preferable if available, and requires a 3 and 5/6 pronged fork with suitable handles.
- Shavings require a rake and shovel.
- Wheel barrow or dung skip, water bucket,
- A wide range of feed and hay samples. Hay net.
- Poisonous plants, fresh, dried or photos.
- A comprehensive grooming kit.
- Table, chairs, paper, pens, calculator.

### **PHASE 3 (horses required saddled and bridled tied with halter and rope extras may be needed for lead and ride)**

- Lunging area/s, near by, must be enclosed and of a safe standard. (approx size 25x25m)
- Space for lead and ride.
- Table or hay bales for equipment.
- At least 3 types of side reins, all with elastic/rubber insets. May have 1 straight pair for discussion.
- At least 3 types of lunge lines - different materials, 2 with hand loops, if possible.
- A selection of lunge whips with sufficiently long thongs.
- At least 3 types of lunge cavessons - prefer at least 2 leather cavessons.
- A selection of tendon and brushing boots (materials/fastening).
- Over reach boots (bell boots).
- Safety fluorescent vests (if available), hoof picks, and dung skip.

### **PHASE 4 (horse/s required tied with halter cover, dung skip hoof pick)**

- Truck or double horse-float, adjacent to stable or tying up rail.
- Provision for hanging tack, saddle horse etc.
- A range of saddles in a variety of condition/suitability/soundness.
- A selection of girths, breastplates, martingales – running, standing.
- A selection of schooling gadgets chambon, market harborough, De gogue, running reins.
- A selection of nosebands - drop, flash, cavesson.
- A selection of bits, - including a range of curbs and chains - pelham, snaffles of different materials, and if possible some bits that are "in fashion" e.g. Dutch gag.
- A double bridle complete with curb chain and lip strap.
- A selection of bandages – travel, exercise and tail – variety of fabrics and types. Selection of Gamgee or modern type under wraps.
- A range of travelling/float boots, covers/rugs/sheets.
- Poll guards, knee and hock boots. Tail guards.
- Table with clipping machine in working order, blades, spring, cable, oil, brush, screwdriver, RCD.
- Twitch, humane horse restrainer.

## **VENUE REQUIREMENTS**

- Stable yard. Loose boxes with bedding (preferably straw).
- Yard, tying rail or ring near loading area.
- Feed and tack rooms.
- Provision for hanging tack, saddle horse.
- Space for ride & lead. Space to run horse up in hand.

- Lunging area, must be nearby, enclosed and of a safe standard.
- Room with table/chairs and kitchen facilities, used for lunch, summing up and assessments.
- Horse float attached to pulling vehicle or horse truck, either one must have back strap or bar, if float, should be a double float. Float needs to be parked near the stable/yard area with sufficient area to load/unload horses safely.
- Three small tables or hay bales for placing gear.

#### **HORSES REQUIRED** (depending on number of candidates)

1. Four horses - for full a day of examining. Three horses for half a day.
2. Different horses may be used in the afternoon. If the H Exam lasts for more than one day, if possible it is better to have fresh horses for the second day.
3. All horses should come with their own tack, including halters, ropes and covers.
4. Phases 1 & 3 usually run concurrently as do phases 2 & 4, therefore, the same horse can be used in different phases.
5. Horses must be suitable to/for:
  - *lunging with side reins*
  - *be accustomed to being stabled and groomed*
  - *ride and led*
  - *loading into the float or truck to be used for the exam*

#### **ASSISTANCE WITH HORSES - Grooms for H Certificate**

This exam runs to a strict timetable, therefore some assistance with horses is essential. Grooming is a good opportunity for potential H Certificate candidates to gain experience of how the exam is conducted throughout the day. Grooms help prepare horses prior to the exam commencing, during the exam and at the end of the day. Two grooms per exam are sufficient and will be allocated after liaison with the Coaching & Training Administrator.

Applications and information for grooms is found in the NZPCA Resource Manual - TR6.07 H & A Certificate Examination – Observer Application Form and TR6.07a – H Certificate Groom Application Form. If there are no grooms, the exam organiser will need to arrange other assistance, at least one for every two horses.

**All horses and equipment should be ready in the appropriate place fifteen minutes before the start of the exam.**

#### **RIDING SECTION OF 'A' CERTIFICATE EXAMINATION**

This Exam is divided into six phases:

- Phase 1** Inspection, work in the open
- Phase 2** Dressage
- Phase 3** Show Jumping (up to 1.10m)
- Phase 4** General riding and Cross Country (1.10m)
- Phase 5** Riding green horse. Knowledge of training methods
- Phase 6** Coaching at Pony Club and knowledge of Pony Club

**N.B.** Candidates will ride their own horse for either phase 3 & 4 and this phase will be taken first. For the other phase, candidates will change over and ride one or more other horses.

#### **VENUE AND FACILITIES REQUIRED**

1. Flat ground, adjacent to dressage arena.
2. Long dressage arena with letters (60m x 20m).
3. Show jumping equipment suitable for building a training course (course plan supplied by Lead Examiner via the NZPCA Coaching & Training Administrator).
4. Trotting poles and some spare poles and stands for gymnastic exercises, adjacent to jumping courses.
5. Cross country fences preferably close by. One or more groups of schooling fences close together for easy viewing (a full cross country course is not suitable).
6. Maximum height of all fences 1.10m.
7. Room with tables/chairs and kitchen facilities, used for lunch, summing up and assessments.

#### **HORSES REQUIRED** (depending on number of candidates)

Candidates ride their own horse first for dressage, show jumping or cross-country. Where there are two or more candidates their horses are then interchanged during the phases of the exam. However, as each candidate is required to ride at least

4 horses, extra jumping horses and green horses are required. With only one candidate, extra horses are required for all phases of the exam. All extra horses must be suitably warmed up and ready for the commencement of each phase.

**Number of Horses Required:**

<b>Number of Candidates</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Dressage (phase 2)</b>	1	coh	coh	coh
<b>XC or SJ (phases 3 &amp; 4)</b>	1	2	1	coh
<b>Green Horses (phase 5)</b>	1	1 or 2	2 or 3	3
<b>No. of extra horses required</b>	3	3 or 4	3 or 4	3

**key:** coh = candidates own horse

**Notes:**

1. For adequate testing at this level, each candidate should ride at least four horses.
2. Extra dressage horses must be capable of performing flat work movements required for the exam.
3. XC or SJ horses should be good hunter types capable of jumping in excess of one metre.
4. Green horses must be safe to ride. They will not be required to jump. Problems of temperament or behaviour should be no deterrent. Green horses must be walked around and ready for the commencement of the phase.

**Supporting Documents** PP 4.18 - Policy on Conducting H and A Examinations  
 TR 6.10 - H and A Examination Expenses Form  
 PP 4.21 - Refunding H and A Exam fees

**Original Issue Date:** July 1997

**Date Last Reviewed:** October 2011

**Next Review Date:** October 2014

**Reviewed by:** C&T MC

**Approved by:** NZPCA Board

**Document Number:** TR 6.02