

THIS SHOULD BE LAMINATED AND DISPLAYED ON YOUR CLUB'S THEORY ROOM WALL.

## **C CERTIFICATE, WHAT, WHY, WHO AND HOW?**

This handout is designed as a guide for Clubs, Instructors, Parents and Riders.  
Please ensure that everyone involved in the club, are familiar with this process.

### **WHAT?**

C Certificate marks the transition from beginner to intermediate level rider.

It covers a basic level of horse care knowledge and skills considered to be necessary to properly care for their own horse kept at grass and to know when to seek expert advice. It requires sufficient riding skills to be able to competently ride a quiet well schooled horse that is familiar to the rider with control showing a degree of skill at walk, trot, canter and gallop and to competently jump a course of small show jumps (45-70cm) and play a range of mounted games.

C certificate does not cover issues related to training for competition or any of the concerns related to care of the competition horse. These are covered in other more senior certificates.

### **WHY?**

The certificates at pony club are designed to encourage clubs to cover all aspects of the pony club curriculum and give riders a structured approach to increasing their knowledge and skills required to safely and confidently ride, handle and care for their horses.

### **WHO?**

Riders who have passed their 12<sup>th</sup> birthday and are confident with all aspects of the C certificate requirements.

Riders who have passed their 14<sup>th</sup> birthday and been pony club members for more than two years must have obtained their C **before competing at state level.**

### **HOW?**

It usually takes ***at least a year*** for C candidates to cover the C Certificate syllabus adequately .

Riders are required to present for all ridden phases of their C test on a pony club qualified mount. That is, they must have 2 qualifying rally attendances on the horse or horses and have these correctly recorded on their pony club card.

❖ **STEP ONE (A year before riders assessments)**  
**COMPULSORY PCAV C CERTIFICATE KIT**

.Each rider must have their own PCAV C certificate kit and be working through the kit, to prepare for their exam. The kit also recommends other resources to use. **It contains the checklist the examiner will use on the day so the kit must be brought to their exam.** The kit can be ordered through PCAV by your club secretary.

❖ **STEP TWO (4 to 5 months before assessments)**  
**CONTACT ZONE EXAMINING SECRETARY (ZES)**

Once your riders are close to being prepared, your C Certificate coordinator needs to contact the zone examining secretary, Jenny Graham [grahamcrew@virginbroadband.com.au](mailto:grahamcrew@virginbroadband.com.au) to obtain the current application and declaration forms . (All clubs should have or appoint a C Certificate coordinator or dedicated C Certificate instructor)

If you are uncertain whether your candidates will be ready by the next examination date, now is also the time to talk to the Zone Examining Secretary Jenny Graham. The ZES can provide guidance about what the examiners are looking for when assessing C Certificate candidates. You can also contact the Zone Chief Instructor, Ruth Feltoe, if you have questions.

❖ **STEP THREE (3 months before mounted assessments)**  
**LODGE APPLICATIONS**

Have the forms completed, then return them, along with the appropriate fees to the ZES by the closing date for either assessment weekend.

C assessment weekends for Central zone will be in March (closing date 1<sup>st</sup> Jan) and in October (Closing date 1<sup>st</sup> August) each year.

(At this stage, Clubs should set a date for the written paper one month before mounted assessments and inform riders and parents to set aside this date. Don't wait to receive the papers.)

❖ **STEP FOUR (1 month before mounted assessments)**  
**COMPLETING WRITTEN PAPER**

The ZES will forward the written papers and advise of the mounted assessment details. The written papers must then be completed 4 weeks before their mounted assessment, returned for correction, and the rider deemed competent in the theory before they are allowed to participate in the mounted assessment.

❖ **STEP FIVE**  
**MOUNTED ASSESSMENT**

This will be conducted at a nearby pony club grounds, possibly your grounds or another nearby, possibly with riders from several clubs. The day will involve assessment of the riding, horse care and theory components of the C certificate.

***For the practical examination you must be:***

- Well presented – full competition uniform, clean correctly fitting tack and horse. Horse should be clean but need not be plaited.

***And you must bring the following:***

- Rugs, Halter and lead rope
- First Aid Kit
- Bandages or float boots
- Grooming kit

***Riding component will include things like:***

- Mounting from the wrong side
- Riding without stirrups
- Riding one handed
- Adjusting stirrups and girth while mounted
- Exercises to assess the rider's balance and independence of seat
- Sitting trot
- Cantering
- Picking correct canter lead
- Hand Gallop
- Small jumping course
- Small novelties course

IF YOU HAVE ANY QUERIES DON'T HESITATE TO CONTACT ZES.JENNY GRAHAM  
phone – 97446120 Or email [grahamcrew@virginbroadband.com.au](mailto:grahamcrew@virginbroadband.com.au)

## **WERRIBEE PONY CLUB MEMBERS**

Certificate Test dates Must be booked by:  
March assessment booked by August prior  
October assessment booked by March prior

A fee is involved when sitting the C certificate, and all prices  
are Included into the payment of the C Certificate kit  
Riders must be working on there C certificates, at least 3 months  
prior to booking in the certificate with the C certficiate co-ordinator.  
(EG: Riders must be working on the C Cert from December if they wish to sit there Certificate the following  
October.  
For those doing there certificate in March, they must have started there Certificate by the May prior)