

THE PONY CLUB – A Guide for Centre Proprietors & Instructors

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A Brief History

The Pony Club was officially launched in 1929 providing equestrian training for young riders with access to a pony or horse nationwide. In 1998, the Centre Membership Scheme was launched for young people without their own pony, riding at riding schools, enabling them to become Members of the Organisation and take part in all that The Pony Club has to offer. There are currently over 560 Centres in the UK and 342 Branches (for those young riders with their own/loaned pony and transport). Internationally there are over 110,000 Pony Club Members in Overseas Branches and Centres.

Benefits for Young Riders

The Pony Club training structure provides a clear but flexible structure for training your clients of up to 25 years of age. Lessons can be steered to cover material for the ridden tests or competition Badges, and club evenings can be arranged to cover the stable management, Achievement Badges or fun quizzes/competitions. Both Members and parents should be able to see progression in riding and pony care ability. Many riding schools will already be running these activities for their riders. The Centre Membership Scheme allows the riding school to develop these activities towards The Pony Club's nationally recognised tests and Badges, and become part of the largest association of young riders in the world.

Benefits for Riding Schools

Linking with The Pony Club allows you access to the extensive training resources available. The tests can bring structure to your lesson teaching and give added value to your business.

The Pony Club organises CPD days throughout the year that all Centre Instructors are invited to attend to update and refresh their knowledge regarding the Pony Club tests and activities. A range of activities can be organised for the Centre Members in addition to regular riding sessions, such as quizzes, mounted games, badge & test days and trips to events and demonstrations to encourage repeat attendance.

All Centres are listed in the Yearbook and on The Pony Club website.

Becoming a Pony Club linked Centre

Prerequisites

- riding school license
- public liability insurance
- **DBS (Disclosure & Barring Service) checks for staff in unsupervised / regulated activities** (instruction, care & supervision of children) – see page 15 for more info.

It is not essential to be BHS or ABRS approved, every riding school expressing interest in the scheme is initially visited and assessed individually by one of our regional Coordinators. This is the first step.

Once the initial visit has been made and accepted by the Office, the Centre will receive a contract; DBS check collection sheet and a bank details form. On receipt of these completed documents, the Centre will be sent a starter pack from the Office containing a plaque for display, test and badge information, Membership forms and posters. **Recruitment may begin when the contract has been signed, returned and received.** There is not a great deal of ongoing paperwork and each Centre will have a method for handling this.

Getting Started

A launch evening/afternoon is often an excellent start to the scheme, to enable Parents and Members to feel informed and part of their Pony Club. Your regional Coordinator may also be able to attend to help present to the parents and encourage joining on the night. Preparing a schedule of upcoming events is also recommended so that people can book on the day and plan ahead.

The Centre Coordinator remains available for advice and assistance if required. They will re-visit annually and these visits may be pre-planned or unannounced. The Centre Proprietor or Pony Club Contact, and their Pony Club Instructors need to be available if the visit is pre-planned. We also ask that if there is a change of Instructor running the Pony Club, please contact your regional Coordinator so they may assist with the handover.

Organisational Ideas

It is wise for Centres to appoint a Member of staff, or perhaps a helpful parent, to be a point of contact for the Centre scheme. This enables continuity and gives parents and children a person that they can refer to.

Tasks they may need to do include:

- Monitoring Membership records and renewal dates
- Recording the Pony Club activities that Members have attended
- Recording test and badge passes

A notice board specifically for The Pony Club is a good idea so that Members (and parents!) can see the programme of activities coming up. A fixture list covering a few months can help with stability and encourage attendance.

It is important that records are kept up to date in order to assist any changeover in staff that may occur. If there is a change of staff for Pony Club at the Centre, please inform the Regional Coordinator and the Office.

Membership and Renewing Members

How do children become Members?

The Centre will provide the potential Member with a Centre Membership form. This should be completed by the parent or guardian and returned to the Centre with the appropriate fee, or sent directly to the Office – please ensure that the second page is left with the Centre Proprietor as instructed. There is a section to be completed by the Centre on each form, please make sure this is done before sending the forms off to the Pony Club Office. As the organiser, please take a note of who has joined and when. The Membership Database will be kept up to date with received Memberships. Membership is on a 'rolling' basis.

On receipt of a completed Membership form and payment, the Office will issue a joiner's pack to the new Member. A payment will be made to your Centre for each Member who has joined or renewed during the preceding six months. Please make sure that The Pony Club Accounts Office has your bank details so that payments can be made directly.

It is important to note the renewal date on Centre documents. This helps to remind the Member when renewals are due (and saves embarrassment if a child participates in an activity when not a Member!). *All Members will receive a renewal prompt from us at the beginning of the month they are due to renew.* Every Member will receive a Membership card with their Membership expiry date.

Further details of Membership criteria may be found in the Pony Club Yearbook.

Dual Membership

If a Centre Member acquires a pony and transport they must join their local Branch, however if they wish to remain a Centre Member as well, they may do so. Subscriptions in this instance must be paid to both the Branch and the Centre.

In this situation, Efficiency Tests (D, D+, C, etc), Achievement Badges and Progressive Tests may be taken at **either** the Centre or Branch.

However, at Pony Club competitions, the Member **must** compete on behalf of the Branch.

Centre Members may visit neighbouring Branches as 'Visiting' Members by invitation and with the approval of both the Centre Proprietor and the District Commissioner of the Branch concerned.

Renewing Membership

Parents can renew their child's Membership quickly online at www.pcuk.org/renew

Tracking your Membership

Your current Membership can now be viewed online <https://centres.pcukmap.org/> You will only be able to view your own Members. Please use this to update rallies attended and Badges or tests taken. **Please encourage Members to renew promptly, the Membership expiry is on their Membership cards and these should be checked at all rallies and activities. Awards should not be issued to those whose Membership is not up to date.**

Instructors

The Pony Club is first and foremost a training organisation, not only for the Members but also for the important teams of Coaches and Pony Club Officials at the Centres and Branches whom we could not do without.

Instructors are able to attend Pony Club training courses to enhance their Continuing Professional Development Portfolio. For example, The Pony Club runs UKCC, Intro to Coaching and Standard Setting Courses, Safeguarding Courses and we also run Annual Instructor Conferences to which any Pony Club Instructor may attend.

Coach and Instructor Requirements

Pony Club Coaches and Instructors are split into four categories according to their use and role within The Pony Club. Each category will have specific requirements as laid out below:

1. Fully Accredited Equestrian Coaches / Instructors

These Coaches / Instructors can take sole charge of the groups they coach.

2. Supervised Coaches / Instructors

These Coaches / Instructors must not earn their main income from coaching riding. They may be paid to coach for The Pony Club. They must be supervised by a Fully Accredited Coach (category 1), the DC or Centre Proprietor, or any other official who fulfils the requirements for category 1.

3. Volunteer Coaches / Instructors

These Coaches / Instructors must be unpaid and supervised by a Fully Accredited Coach (category 1), the DC or Centre Proprietor, or any other official who fulfils the requirements for category 1.

4. Coaches / Instructors for non-riding / horse related activities

These Coaches / Instructors can be used for coaching sports / disciplines other than riding for Pony Club activities e.g. Swimming, Shooting, Running.

The requirements for each category of Pony Club Coach / Instructor are detailed below:

PONY CLUB COACH / INSTRUCTOR REQUIREMENTS	1. Fully Accredited	2. Supervised	3. Volunteer	4. Non-Riding
Be present on The Pony Club Instructor Database ***	✓	✓	✓	✓
Have attended a Pony Club Instructor CPD course in the past two years	✓	✓		
Have a current DBS or PVG or Access NI check	✓	*	*	✓
Have a current first aid certificate	✓			✓
Have attended a Safeguarding & Protecting Children workshop	✓	*	*	✓
Own The Pony Club Instructor's Folder	✓			
Have access to The Pony Club Instructor's Folder		✓	✓	

Accredited coaches for another BEF Member Body (i.e. are currently listed as a coach by the Member Body and have attended CPD as required by that Body) may be used in The Pony Club but only for the discipline that they are accredited in, if the Member Body is specific to a particular sport.

***** Pony Club Centres have access to the Instructors section of the Database so please add your coaches.**

* Where Supervised / Volunteer Coaches are coaching regularly (i.e. four or more times within any 30 day period) a DBS (or PVG or Access NI) check and attendance at a Safeguarding and Protecting Children workshop is required.

Courses are listed on the website under Area Instructor courses in the Training section.

Please keep an eye on the list of course dates as they are continually updated and liaise with your regional co-ordinator. The courses are open to Centre and Branch Instructors.

Tests and Activities

Riding material for the tests can be covered in your regular lessons. Stable Management & badge work could be run at club evenings. The scheme is designed to be as flexible as possible.

- Rallies – these can be mounted or dismounted, and are fun learning sessions for the Members. Perhaps try a themed day or new activity such as Polocrosse, Tetrathlon or Mounted Games.
- Testing Days – Achievement Badges & Progressive tests can be examined in house so could be included in rallies
- Fun / Own a Pony Days – include games, treasure hunts etc
- Camps – residential (please check your insurance cover) or run it as a non residential with Members arriving each morning with a competition and presentation on the last day.
- Invite a speaker to assist with the Badges – Guide Dog Walker or local Police Dog handler for the Working Dogs badge or a Countryside Warden or Representative from the Wildlife Trust for the Trees, Flowers or Wildlife Badges
- For those cold, rainy club nights, perhaps a DVD of the Members favourite equine film star.
- Events – The Pony Club often has Member discounts on equestrian events such as Horse of the Year Show or Olympia. Keep an eye on www.pcuk.org for more details.

Minimum Activity

We do expect the Pony Club linked Centres to offer a minimum of three Achievement or mini Badges per year and at least one Progressive or Efficiency test. The Regional Coordinators visit each Centre annually and

they will ask about the badge and tests trained for and completed. There is an expectation from parents that their children will receive Achievement Badges and certificates – these are the backbone of Pony Club training and help to create a real club atmosphere and sense of progression for the children and young people taking part. The Badges themselves may be awarded after their training and passing the badge or you may want to hold a presentation evening where parents and Members can all meet to celebrate. Some Centres host these twice or three times per year as a way to promote the social aspect of Pony Club Membership.

Achievement Badges

These are available in over forty subjects and are a useful addition to the test range. Mini Badges are available for the 8 year olds and under. Members who are successful are awarded an embroidered circular badge. These can be sewn on to sweatshirts.

The **Gold Certificate** and **Badge** may be awarded to anyone achieving twenty-one Badges at the cost of £1 each. A **Mini Gold Badge** may be awarded to any child achieving fourteen mini Badges at the cost of 90p each. Please apply in writing to Pony Club Merchandise team for these Gold awards.

A Blue Cross Welfare Merit Badge and Certificate may be awarded to Members who complete ten welfare and care related Achievement Badges. Details for all the Achievement Badges can be found on the Pony Club website (Training and Tests).

Competition Badges

This range of Badges focuses on each of The Pony Club's competitive disciplines – Dressage, Endurance, Eventing, Mounted Games, Polo, Polocrosse, Racing, Show Jumping and Tetrathlon. These are similar to the Achievement Badges and there are two levels of badge for each discipline:

- **Intro to [Discipline] badge** – aimed at younger / less experienced Members who are just starting out in the discipline. These Badges will help them understand the basic fundamentals that will enable them to get started.

- **[Discipline] badge** - aimed at slightly older / more experienced Members who are competing / ready to compete in the discipline. These Badges will help them to understand the rules of the discipline and what is expected of the horse and rider in order to be successful in a competition, with the emphasis on good position and training.

These are a fantastic way to introduce a new equestrian sport and useful for camps or rallies.

Efficiency Tests

These are the traditional Pony Club Tests and are taken from E through to A Test level. Test cards for 'E' and above are available from the Office or can be viewed on The Pony Club website. The 'E' test is the only optional Efficiency test and can be examined in house.

Tests D to C+ may be taken within the Centre, but an external examiner should be used for Member's final assessment (please contact your Regional Coordinator if you are unsure of who to approach).

For C+ test, two examiners are required, one of whom should be a B test level examiner. This test helps ensure that riders are well up to the C+ standard, and is a stepping stone to the B test, which is an advanced Pony Club test. The Regional Coordinator or Area Representative will be able to advise on who to contact for this. All Centre and Branch candidates for B test and above must apply directly to the Area Representative, as these tests are centrally organised.

Progressive Tests

These are optional stepping stones to encourage continual learning and can be used between the Efficiency tests (D, D+, C and C+). They are taken at four levels; Bronze, Silver, Gold and Platinum. Details can be found in the Centre pack and on the Pony Club website www.pcuk.org. The Progressive tests are not compulsory, however they provide useful bite size assessments to ensure riders are up to the next Efficiency standard.

Road Rider

There are 3 levels of **Pony Club Road Rider**. Members are NOT required to ride on the road for the final assessment and a simulated road route should be used. More details can be found on the Training – Coach Resources pages of The Pony Club website, complete with sample road route.

- **Mini Road Rider** – this is a pre-requisite for the D test
- **Road Rider Achievement Badge** – must be taken before C test
- **Road Rider Test** – should be taken before C+ test (or the BHS Ride & Road Safety Test may be taken)

Examining the Progressive and Efficiency Tests

Achievement Badges and Progressive tests may be examined within the Pony Club Centre by one of their own Instructors. We do recommend that where possible a different Instructor to their usual Pony Club Instructor is used, so that the Members get used to being tested by an unfamiliar face. This will hopefully reduce the effect of nervousness for the Members since **an external Branch or Centre examiner is required to examine the Efficiency Tests**. Alternatively, discuss this with your Coordinator as they may be able to examine for you or suggest someone.

Only the 'E' Efficiency Test may be examined in house.

Competitions

Equitation Competition

An Equitation competition that can be used within Centres and Branches has been developed by the Training Committee. It comprises of one Equitation test and one Show Jumping round, both of which are marked on the rider's position and influence on the pony. There are two levels / classes.

Rules are available on the Pony Club website (Activities and Events – Centre Equitation). Score sheets for the Equitation and Show Jumping phases are available to purchase from The Pony Club Online Shop.

Centre League Competition

We have a sample competition structure available. Alternatively, just run a selection of events where Members can accumulate points. Please run a minimum of three accumulator events. The Office can provide three sets of 1st to 4th place rosettes for the completion of this competition per year. Additional sets may be purchased at £5 per set of 1st to 4th.

Some Branches or Centres may wish to invite Members from other Pony Clubs to their activities or competitions, and vice versa. Inter Centre competitions can also be arranged. In addition, regional dismounted competitions such as the National Quiz and Horse & Pony Care are open to Centre Members – qualification rounds take place in each Area around the country.

Introduction to Tetrathlon

Why not have a go at a new discipline? We have a simple outline available for grassroots training and competition for Tetrathlon. Cross Country is replaced by an arena showjumping course with slip rail and halt box.

National Competitions

*** Area Qualifying Competitions are held for these events.**

Please check the relevant pages of the Pony Club website and the rulebook for the discipline you intend to compete in.

Centre Members may participate in all disciplines at all levels.

Novice Championships * (*teams or individuals*)

Intermediate Championships * (*teams or individuals*)

Open Championships * (*teams or individuals*)

Tetrathlon and Triathlon Championships * (*teams or individuals*)

Polo Championships *

Winter League Show Jumping & Dressage Competitions *

Dressage Anywhere – Online Dressage and Pony Club Championship

Mounted Games *
National Quiz *
Pony Racing *

Horse & Pony Care *
Polo *
Endurance *

Centre Equitation
Dressage to Music

Polocrosse
Grassroots Tetrathlon

Health and Safety

Risk Assessments

Risk Assessments must be carried out for all Pony Club activities and for all areas of the riding establishment where the general public may have access. Templates are available from the Pony Club website for specific activities such as competitions or mounted rallies. We also have a blank template that can be utilised to suit your needs.

Risk Assessments must be re-addressed annually, but a weekly walk around the site to monitor any changes to the risk assessments is good practise. These can then be noted in a diary to demonstrate that regular checks and updates have been made.

Safeguarding

For further information about anything related to Safeguarding, please refer to the Health and Safety Rulebook or The Pony Club website.

Anyone who works unsupervised with children and/or vulnerable adults must attend a Level 2 Safeguarding course.

The Pony Club, among other organisations, runs these courses for our Coaches and Officials.

The Safeguarding and Protecting Children Workshop is highly recommended and provides important information and protocols for Instructors and anyone involved with supervision of children at the riding school. If you would like to host one for your Area, please download a booking form from the Safeguarding Workshop page of the Pony Club Website Safeguarding, arrange a date with your local Safeguarding Training Officer (listed on the website) then send the completed form to The Pony Club Office.

It is important that you update your Safeguarding Course every three years. Please note that you will have to attend your first course. Updates after that may be done online via an approved course. Details will be made available by contacting the Pony Club Office or via www.pcuk.org

Regulated Activities

Regulated Activity is classed as any role where the person is expected to:

- work unsupervised with children/young persons
- have responsibility for those who work unsupervised with children/young persons
- have responsibility for discipline/welfare

This includes volunteers and those who are remunerated for their time/services.

Examples of roles within a Pony Club linked Centre which always include Regulated Activity, are:

Centre Proprietor	Child Protection Officer	Head Trainer
First Aid Officer	Camp/Team Supervisor	Mentor
Instructor		

Please note this is not an exhaustive list and there may be other roles which include Regulated Activity.

A person may not be classed as working in a Regulated Activity if the role is one where the person is expected to:

- be supervised
- not be directly involved with the children/young persons

Examples of roles which do not always include Regulated Activity are:

One-off supervised helpers (refreshments etc.)

Competition Judges	Jump Judges
Parents who help only their own child	General Stewards

Disclosure Checks

Before any person, including a volunteer, is asked to fulfill a role including Regulated Activity, as described above, on a regular, frequent or overnight basis, a disclosure check needs to be made. Regular, frequent and overnight are defined below:

- Regular means at least once a week or more
- Frequent means at least four times in a 30 day period
- Overnight means between 2am – 6am

References should also be obtained, which may be achieved by a reasonable length of time of association with the Centre.

An individual's disclosure check needs to be updated at least every three years.

A disclosure check can be obtained in England and Wales through the Disclosure and Barring Service (DBS). This is most easily done online; The Pony Club will help you register to do this.

In Scotland, a disclosure check can be obtained through Disclosure Scotland. This can be done by contacting the Area 1 or 19 Representative or Horse Scotland.

In Northern Ireland a disclosure check can be obtained through Access NI. This can be done by contacting the Area 17 Representative.

Supervision for overnight camps

If the children are young then there needs to be more adults, possibly in a ratio of one adult to four children. If there are vulnerable or special needs children attending then this ratio needs to be smaller, even one to one if the children's needs warrant it. If the children are all older and responsible with no special needs, then it could be stretched to one adult to nine children/young people. However, this is the **maximum**.

Other Admin

What does the Centre charge?

Charging for Pony Club activities is at the discretion of the Centre Proprietor and is dependent on the type of activity – mounted, dismounted, competition, etc.

Working with other local Branches and Centres

It is useful if the Centre can develop a relationship with the local Branch. This has many benefits as examiners can be swapped between the two, and dismounted trips to big events or other attractions etc. can be combined to save costs. It is also useful if a Centre Member who goes on to own a pony, and moves to the local Branch, has a chance to get to know the local Branch and its Members beforehand.

If a Centre has indoor rallies during the winter they may be happy to open them to local Pony Club Branch Members. This should **always** be done in collaboration with the local District Commissioner. Such Members would be classed as 'Visiting' in the same way that Centre Members would if visiting the Branch.

Quick Guidelines for Instructors & Proprietors

These are a combination of ideas which have worked in other Centres.

Joining Members Up

When starting up, try to collect a batch of application forms and cheques/card details and send them to the Office yourself. This enables you to keep track of actual Members and also makes renewals easier to control. Please encourage parents to complete the Gift Aid section if they are UK tax payers. This does not cost the parent anything.

Pony Club Activities

Use the Progressive Tests, Achievement Badges, Efficiency Tests, League Competitions, etc. in a way that suits your particular Centre. We suggest that you compile a programme of two – three months worth of activities for your Members, so that they can organise their other activities around yours. If you are running Summer Camp or full day activities give them even longer notice. This should increase the attendance and therefore the profitability on the courses.

If you have a specialist activity to which you would like to invite other Centres or Branches, please let Lucy Goler know (lucy@pcuk.org or 02476 698306) and she can provide contact details for them.

Staff Changes

If, due to staff changes, you need to go over the details of the Centre Membership Scheme, please ring your Regional Coordinator who will visit you as soon as possible to assist with a handover. Even a telephone discussion with the new Instructor can often help to get things under way again.

Re Visits

We ask that your main Pony Club Instructor and/or Organiser are present on these occasions so that the Coordinator can answer any queries. This ensures that the relevant information is relayed to the appropriate person.

Please remember that the Regional Coordinator will need to see your riding school license, public liability insurance policy document, evidence of attendance at safeguarding courses, DBS and the most recent CPD (Pony Club accreditation) attended.

Good Practice Guidelines

Organisation

Plan ahead; make use of your Pony Club notice board to advertise events and club sessions. Ensure Members (and Parents) understand how the sessions will be run.

Preparation

Be prepared; make use of the Instructor resources on the PC website, send your badge results to the Office for inclusion in the newsletter.

Development

Keep developing skills and new ideas by attending Pony Club Training Courses. Share ideas where possible, attend a First Aid Course or try a new activity such as Polocrosse or Tetrathlon.

Fun

Do the Members have an input on the Badges they want to do next? Mounted Games, or the same games on foot, almost always keep Members entertained!

Safety and Responsibility

Remember to do your risk assessments. The mini Fire Safety and Fire Marshall Badges can be used to educate Members on your specific fire safety plans. Remind parents about hat safety rules and encourage Members to wear gloves and the correct footwear. Make sure parents know what time the sessions finish. Do Members know who they can speak to if they have a problem? Encourage Members to look out for each other.

Clubmark

Have you considered aiming for Clubmark Accreditation?

<http://www.clubmark.org.uk> This is a universally acknowledged cross sport accreditation scheme for community sports clubs. It is based on evidence supported criteria across four key areas of club development:

- **Activity/playing programmes** - this includes, for example, coaching qualifications required, insurance and coach to participant ratios
- **Duty of care and welfare** - appropriate risk assessments, health and safety policies, training, compliance and child protection policies
- **Knowing your club and its community** - this ensures that your club is committed to fairness and equity in respect of the way in which it seeks to attract and retain Members from your local community
- **Club management** - which covers issues to do with club and committee structures and the general running of the organisation

Pony Club activities and structure provides strong evidence if working towards this accreditation.

Merchandise

All merchandise, except the Achievement Badges, Test certificates and felts, can be purchased online. Please telephone the office with a debit/credit card to place orders for the Badges and certificates. Alternatively, send your order with a cheque through the post.

Achievement and Competition Badges	£1 each
Mini Badges and Intro to Competition	90p each
Efficiency Test Certificates (D, D+, etc)	10p each
Efficiency Test Felts	£2 for 10
Progressive Test Certificates (Bronze, Silver, etc)	20p each
Progressive Sew on flashes	90p each
Achievement Badge Folder	£16 (10p per sheet for new Badges)

Instructor Folder £16
Discipline Rulebooks £3 each

For all other items, please check the Pony Club online shop.

If ordering by post with a cheque, please ensure you have included postage.

£1 – orders up to £9.99

£2 – orders £10 to £29.99

£3 – orders £30 and over.

Further Questions?

Further information can be found in the current Yearbook, a complimentary copy of which is sent to Centres annually.

Your Regional Coordinator is there to help you with any further questions or advice. Please feel free to contact them if you need help.

The Pony Club website is an invaluable source of information www.pcuk.org.

The Coach Resources on the Training Pages provides lots of information on the tests, Badges, ideas for mounted or dismounted sessions and sample worksheets. In the Centre Section, there is a page called 'Info for Instructors & Proprietors' – results sheets and activity ideas are available here. All the current Pony Club dressage tests are downloadable from the website. Competitions and Ticket Offers for Members can be found under 'News' heading on the website.

For further help or advice please do not hesitate to contact Pony Club Head Office on 024 7669 8300, by post at The Pony Club, Stoneleigh Park, Kenilworth, Warwickshire, CV8 2RW or email to lucy@pcuk.org or rebecca@pcuk.org

The Equestrian Council may, at its absolute discretion, withhold or terminate a Centre's participation in the scheme at any time if the Centre is unable to provide, or ceases to provide, the benefits of Centre Membership, or fails to uphold the principles and ethos of The Pony Club as determined in Section 10 of the yearbook, or ceases to meet the standards required by the Pony Club. Adequate notice will be given, along with reasons for withdrawal, in reasonable time. Please refer to your most recent contract letter and the Yearbook for more details.

The Pony Club Test Training Structure

Voluntary

Compulsory

Road Rider

E TEST

Progressive Bronze Tests

The Pony Club Road Rider Mini Achievement Badge

D TEST

Progressive Silver Tests

D+ TEST

Progressive Gold Tests

The Pony Club Road Rider Achievement Badge

C TEST

Progressive Platinum Tests

The Pony Club Road Rider Test *OR* The BHS Riding and Road Safety Test

C+ TEST

(Riding and/or Horse & Pony Care)

B TEST *

(Riding and/or Horse & Pony Care)

COACHING CERTIFICATE

(Full B Test required)

LUNGEING TEST

AH TEST

B+ TEST

A TEST

- For D, C and C+ Tests, Members must have attained the relevant Road Rider Badge or Test.
- The C+ test may be split into Horse / Pony Care and Riding if required.
- Members holding B Test (Horse Care) may progress to Lungeing and AH.
- Members holding C+ Horse Care may progress to B Horse Care, Lungeing and AH. To take B Riding, they must hold full C+ test.

Safeguarding Policy Statement

As a Member of the British Equestrian Federation, The Pony Club policy for safeguarding and child protection adheres to the overall policy of the Federation.

The full BEF Safeguarding Policy which The Pony Club has adopted is available to download from The Pony Club Website www.pcuk.org

The British Equestrian Federation (BEF) fully accepts its legal (Children's Act, 1989 & 2004) and moral obligation to provide a duty of care, to protect all children and safeguard their welfare, irrespective of age, any disability they have, gender, racial origin, religious belief and sexual orientation.

NB: The Children's Act 1989 does not apply in Scotland (For further information about Scotland please see Section 3 Additional Guidance of the full policy).

In pursuit of this, the BEF is committed to ensuring that:

- The welfare of young people is paramount and children have the right to protection from abuse.
- All young people who take part in equestrian events are able to participate in a fun and safe environment and in an atmosphere of fair play.
- It takes all reasonable practical steps to protect children from harm, discrimination and degrading treatment and respect their rights, wishes and feelings.
- All concerns and allegations of poor practice or abuse are taken seriously and responded to swiftly and appropriately. It is the responsibility of child protection experts to determine whether or not abuse has taken place, but is everyone's responsibility to report any concerns.

Safeguarding in Equestrian Sport

- All approved riding schools and registered Instructors sign up to the BEF procedures of good practice and child protection that clearly state what is required of them.
- All employees and volunteers are carefully selected, informed about their responsibilities and provided with guidance and/or training in good practice and child protection procedures.
- High standards of behaviour and practice are maintained through compliance with BEF codes of conduct produced for Instructors, proprietors and volunteers.
- Everyone knows and accepts their responsibilities and works together: parents, riders, Instructors, proprietors, volunteers, and professional staff.