



### Heights of Fences D to A for Eventing Levels:

Level	Height
D-2	18"
D-3	2'3"
C-1	2'9"
C-2	3'0"
C-3	3'3"
B	3'7"
A	3'9"

### Heights of Fences for Show Jumping Levels:

Level	Height
C-3	3'7" - 1.10m
B	3'9" - 1.15m
A	3'11" - 1.20m

### Dressage Specialty Levels:

- C-3 = First Level
- B = Second Level
- A = Third Level

### Explanation of H-HM/H/H-A Levels:

- H-HM = Candidate who passes all requirements of the H-A test and is also an H-B member
- H = Candidate who passes all requirements of the H-A test and is also a C-3 member
- H-A = Candidate who passes all requirements of the H-A test and is also a B member

**The D Levels** introduce the fun and challenge of riding, establishes the foundation of safe habits, daily care of mount, and related equipment. The D level Horse Management focuses on acquiring the knowledge and skills related to care and ground handling of the mount. The D level members may also learn and be evaluated on riding independently on the flat with control and maintaining a reasonably secure position at the walk, trot, and canter. In addition, the D level members may choose to learn and be evaluated while riding their mounts over low fences. All D certificates are awarded at the club/center level.

**The C-1 and C-2 Levels** learn to become active horsemen, to care independently for their mount and tack, and to understand the reasons for what they are doing with the mount while either mounted or unmounted. The C-1 and C-2 levels focus on the advancement and evaluation of Horse Management skills. For riding, the C levels show the development toward a secure, independent position and increase control and confidence in all phases of riding, flat, and/or over fences. The C-1 and C-2 certificates are awarded at the club/center level.

**The H-B to A Certifications** require a greater depth of knowledge and proficiency as members become competent, all-around horsemen, who are active, contributing members, participating in a variety of Pony Club activities. They are thoughtful leaders who set an example for all. Each of the national level certifications has a minimum age requirement.

**The H-B Certification** emphasizes Horse Management knowledge and skills that demonstrate an increased awareness, education, and competence in the care and handling of horses and in teaching the same skills to others. It reflects the theory and study as well as the practical aspects of unmounted Horse Management. The depth of knowledge is comparable to a high school curriculum. The minimum age for the H-B certification is 13 years old.

**The H-HM/H/H-A Certification** requires the knowledge, experience, and maturity to evaluate and care for a mount's needs efficiently and in a variety of circumstances. This certification uses methods to competently ground train horses and to teach riding and horse care to others. It reflects the theory and study as well as the practical aspects of un-

mounted Horse Management. The depth of knowledge is comparable to a college curriculum. The minimum age for the H-H-M/H/H-A certification is 16 years old.

**The C- 3 Certification** reflects a basis of competence in riding, ground schooling, and horse care that will make possible a lifetime of pleasure with horses. The certification has both demonstration and discussion components. It is the first of the riding certifications to evaluate a member's ability to transfer their riding skills from their own horse to an unknown horse. If the C-3 riding test is passed before the H-B, the member becomes a C+. The minimum age for the C-3 certification is 13 years old.

**The B Certification** requires further knowledge and proficiency in riding. The B is able to ride experienced mounts, both their own and others, with confidence and control. The B should be able to demonstrate and discuss riding and caring for another person's experienced mount and maintaining proper mental and physical condition without undoing any of the mount's education. The B understands the cause and explains, through supporting reasons, why the cause might exist. The minimum age for the B certification is 14 years old.

**The A Certification** is the highest riding certification. Riding with judgment, tact and effectiveness, the A is able to ride mounts at various levels of schooling, to train young mounts, and to retrain spoiled mounts. Discussing as a trainer, the A applies theory to practice to examine and evaluate the cause-effect relationships to support their reasons for the variety of training techniques demonstrated. The minimum age requirement to take the A certification is 16 years old.

**NOTE:** *Achieving a certification does not necessarily qualify the Pony Club member for competition in any horse sport, discipline, or activity. Further study and preparation for a particular activity, including working as a team member, is necessary.*



## THE H-B STANDARD

### Horse Management Expectations

Candidates should demonstrate knowledge necessary for caring for a mount and equipment with minimal supervision. They should understand reasons for decisions they make, including any circumstances where one might seek assistance from professionals, such as veterinarians, farriers, and nutritionists. Additionally, candidates should demonstrate through discussion and application, knowledge of teaching principles, including safety, as well as demonstrate teaching an unmounted lesson to D level Pony Club members.

*Cards may be used in some areas of the certification to answer questions, identify items or features on the card, or demonstrate an appropriate skill. Each candidate will be assigned a horse at the beginning of the certification in order to demonstrate or discuss specific knowledge at various stations.*

### Tack

- Identify and discuss the use and actions of 3 basic bit categories: snaffle; pelham; curb.
- Identify different types of bridles, nosebands, saddles, pads, girths, martingales, breastplates, cruppers, boots, bits, and training aids described in the USPC manuals. Discuss their use, purpose, and fit.
- Discuss and demonstrate the fit of a snaffle bridle.
- Identify three signs that a saddle does not fit properly.
- Discuss possible dangers of riding a horse in an ill-fitting saddle.

*See Tack supplement on the H-B Certification web page.*

### Training/Longeing

- Show a mount in hand, as if jogging for soundness, on a straight line at walk and trot.
- Identify longeing equipment. Discuss the use, possible dangers or misuse, and adjustment of equipment.
- Discuss common methods of attaching the longe line and different techniques used when longeing, such as parallel longeing, spiraling in and out of the circle, body language, placement, etc.
- Discuss safety concerns when longeing the unfamiliar mount, to include when it is safe to attach side reins.

### Bandaging

- Give 3 reasons for applying a stable bandage. Discuss why you would make the choice to use a cupping technique.
- Candidates should demonstrate knowledge of materials needed to apply a standing bandage on the presented horse by selecting from the bandaging materials provided. NOTE: They will NOT actually apply the bandage but should choose the most appropriate materials for the horse. They should discuss the reasons for choosing the materials, the benefits, and any potential problems when using the different items.

- Discuss potential dangers when applying a bandage incorrectly.

### Foot and Shoeing

- Identify the principal outer and inner structures of the foot and describe their function.
- Using the appropriate farrier tools, imitate how to remove a shoe.
- Identify common types of shoes, materials they are made of, widths, and common features.

*See Foot Structure supplement to the USPC H-B—A Level Manual on the H-B Certification web page.*

### Anatomy, Conformation and Lameness

- On the provided mount, identify the anatomy of the front and hind leg from the scapula and pelvis down, to include: principal bones, tendons, and ligaments.
- Candidates will draw cards to answer the following questions regarding the provided mount:
  - ◇ Evaluate the overall balance.
  - ◇ Relate basic conformation to movement in terms of interfering, over-reaching, forging, brushing, paddling, and winging.
  - ◇ Identify and discuss any unsoundnesses or cosmetic defects (blemishes), including common causes, specific locations, and inner structures involved.
  - ◇ Identify and discuss conformation faults and how they may affect a mount's long-term soundness.

*See Anatomy, Conformation, Lameness supplements to the H-B—A Manual on the USPC H-B Certification web page.*

### Health and Maintenance Record Book

**Purpose:** *to supply an accurate outline of member's (or borrowed or virtual) mount's detailed health and care information in order for someone else to properly care for mount if member was laid up or called away for a prolonged period.*

- Provide a hard copy of mount's Health and Maintenance Record Book that contains at least 1 year of records prior to test.
- In addition to the information from the previous levels, records must contain more detailed information regarding your mount's specific care to include:
  - ◇ Diagram of the stable and turnout areas.
  - ◇ Location of: horse's stall and turnout; important papers or other information critical to horse's care; first aid kits and emergency equipment.

*Records may reflect care of more than one horse, but should be clearly separated.*

*Reference the USPC Health and Maintenance Record Book template. Candidate may use the template or create their own that contains the same data.*

*See the complete Record Book progression on the H-B Level Certification web page.*



## Stable Management

- Identify 5 safety practices/precautions in this facility.
- Describe procedure for morning and evening inspection of horses for health and safety in stable and in pasture.
- Discuss preventative measures that may decrease the spread of disease for stabled and pastured mounts.
- Identify 3 randomly chosen or assigned examples/pictures of toxic plants in your area from a bank of ten to twelve samples. (A bank will be provided prior to the test.) Discuss each plant's specific signs of poisoning to indicate a need to call the veterinarian.

## Travel Safety

- Discuss the following preparations of a mount for safe, comfortable travel for short and long distances: weather, a plan for and during periodic rest stops, nutritional considerations, bandaging options, blanketing, and other equipment that may be utilized.
- Discuss preparation and checklist for vehicle and trailer safety described in the USPC H-B—A Manual and the USPC Safety Handbook.

## Nutrition

- Discuss feeding principles and their effect on the mount's digestive system and overall health.
- Discuss why the 6 classes of nutrients are needed by mount, and primary sources. Include in discussion water-soluble and fat-soluble vitamins and the calcium/phosphorus ratio.
- Identify and evaluate samples of hay, grain, and bedding for suitability and safety.
- For your area, know availability, cost, and origin of feed.
- List supplements given to own mount and reasons for their use.
- Discuss seasonal variations of feeding mounts.
- Look at a feed label and identify sources of protein, carbohydrates, and fat. (Candidate should bring own label or copy.)

*See supplemental materials on nutrition to the C-Level Manual on the USPC H-B Level Certification web page.*

## Conditioning

- Discuss the following conditioning principles: long slow distance work, interval training, progressive loading, peaking, tapering, rest, overloading, inversion, recovery rate, aerobic exercise, and anaerobic exercise.
- Discuss normal ranges of TPR during strenuous work and how those values should change as the horse gains fitness.
- Present a 6 to 8-week conditioning and feeding program designed to get an unfit, but healthy horse in shape for ordinary daily riding.
- The plan must include a description of mount (e.g., age, breed, current fitness level, body score), the amount and type of work to be done, at least one day off, and should demonstrate an understanding of the basic conditioning principles listed above.

- Discuss the different types of work (e.g., skill drills, building flexibility and strength, cross training) that you included in the plan and their intended effect on conditioning.
- Discuss how to evaluate the effectiveness of the plan (TPR's/recovery rates/strength/flexibility) and any nutritional changes that might need to be made as the plan progresses.

*See "Conditioning" supplements to the C-1—C-2 and H-B—A Level Manuals on the USPC H-B Level Certification web page.*

## Land Conservation

- Provide a letter from the DC/CA certifying the candidate's involvement in a local, regional, or national equine land conservation issue or project.
- Include 1-2 page(s), written description (may include photographs) of the project. The candidate will discuss the project or conservation issue with the Examiners.
- Discussion may include: why your activity should be considered land conservation, who benefits from it, what you learned, and how you could share the importance of what you learned.

*Examples of conservation issues or projects can be found on the USPC H-B Certification web page.*

## Health Care and Veterinary Knowledge

- Identify and discuss the dental characteristics of a mount (age of mount will be provided). Discuss the eruption of the teeth, and how baby teeth are replaced by permanent teeth; locate and name the incisors; locate the cheek teeth. Know the number of teeth (male and female), and discuss special problems such as overshot and undershot jaw and cribbing.
- Discuss in depth your annual immunization and parasite prevention schedules for your horse.
- Discuss the simple life cycle and damage caused by the following internal parasites; bots, ascarids, small and large strongyles, pinworms and tapeworms.
- Discuss the use of fecal testing and how it may influence a parasite prevention program.
- Know what signs might indicate a mount in distress, requiring emergency veterinary attention (eye injuries, severe bleeding, colic, etc.). Explain the care you would give before a veterinarian arrives.
- Discuss causes, signs, preventative measures and supportive care of mount for the following: colic, laminitis, heaves, tetanus, rabies, encephalomyelitis, West Nile virus, scratches, influenza, strangles, equine infectious anemia, rhinopneumonitis, rhabdomyolysis, corneal ulcer, choke, recurrent uveitis, and rain rot.

## Teaching (Technique)

- Candidates must bring a letter from DC/CA stating that he/she is assisting in simple mounted lessons at the D to C-1 level with supervision. A minimum of 6 hours teaching prior to the test is recommended.



- Present two lesson plans for a 45 minute to 1 hour mounted lesson (e.g., flat exercises, gridwork, coursework, etc.) of 1 flat work and 1 jumping, up to C-1 Standard. \*For Dressage and Western Track candidates, present 2 lesson plans; 1 at D Level and 1 at C Level.
- Discuss how to perform a safety check and other safety considerations of teaching.

## Teaching (a Class)

- Bring all teaching material to the unmounted lesson. Horses are not permitted. For barn lessons, proper footwear is required. All students must wear USPC or USEA medical armbands or bracelets.
- Present written lesson plan for a 10 minute, unmounted lesson for D1-D3 members (may contain elements of the C1 standard). The written plan and actual lesson taught should include: objective, explanation, procedure steps to include demonstration, hands-on activity, questions asked, and conclude with summary objective and a home activity.
- Teach the unmounted lesson to a group of D-1 to D-3 Pony Club members.

*Reference the H-B Certification web page for the specific requirements of written lesson plans.*

## Rider Safety

- Name 2-3 heat related illnesses or conditions and explain how they differ from each other.
- Know 8-10 signs or symptoms of a concussion.
- Describe the steps you should take if someone you are riding with falls off a horse.
- Give the rationale for not returning to play/riding until the signs and symptoms of concussion have resolved.

*Refer to the USPC Safety Handbook, and the USPC Return to Play document on the USPC website.*

## THE H-HM/H/H-A STANDARD

### Horse Management Expectations

**Candidates must demonstrate a sound knowledge of the care and training of horses. They must have comprehensive stable management knowledge and demonstrate the ability to make informed decisions about all aspects of running a barn. Candidates should demonstrate through discussion and application, sound knowledge of teaching principles, including safety, and effectively demonstrate teaching a mounted lesson.**

*The candidate will be assigned a horse at the beginning of the certification in order to demonstrate or discuss specific knowledge at various stations.*

### Presentation

The candidate should dress appropriately, in schooling attire, including helmet, gloves and a whip, prepared to show how the mount performs.

- Show a mount in hand as if for sale. Mount should be presented with a specific discipline or activity in mind,

based on conformation, movement, disposition and breed characteristics.

- The mount should be shown with at least 3 braids and in a correctly fitted bridle. The candidate should show control of the mount while at the halt and while working on a triangle to show the mount's quality of movement at the walk and trot.
- Discuss the mount's general condition.
- Discuss dental features used to determine the mount's approximate age. Include any abnormalities observed and how they might affect the horse.
- Evaluate the presented mount's shoeing or trimming. Discuss hoof angles and hoof balance, wear and shape of hoof and possible effect of current shoeing or trimming on horse's movement and long-term soundness.
- Discuss common shoes and their function, including the purpose of any additional features (e.g., quarter clips).
- Discuss suitability and fit of tack used on the mount.

### Tack

- Discuss correct fit, uses and misuses of different types of bits, saddles, girths, martingales, overgirths, boots, cruppers, breast plates, and training aids described in the USPC Manuals.
- Discussion should include actions and applications for various mounts. Indicate discipline and level for which the equipment is appropriate.
- Describe inspection of saddlery for safety and fit, to determine need for adjustment, repairs and/or padding. Discussion should include examination of saddle on a bare back, examination of saddle with pads, examination of saddle with rider during work and examination of horse's back following work.
- Discuss how to make temporary adjustments to ill-fitting tack, such as saddle on withers, cantle too low, leathers too long, bridle too large, reins too long, bit too large or small, and broken tree. Discuss elements of safety when making tack adjustments.
- Describe procedures for reclaiming neglected tack including synthetics. Identify indications that tack cannot be safely reclaimed. Discuss methods for long and short term storage of tack.

*See Tack supplement on the H-HM/H/H-A Certification web page.*

### Training/Longeing

- Discuss and demonstrate proper fit and use of equipment, to include side reins or other training equipment described in the USPC Manuals.
- After a brief warm up/evaluation period, discuss the presented horse's level of training as it relates to the Training Scale and develop a suitable plan to improve the horse. Work should demonstrate free forward movement, regular rhythm, acceptance of aids, and development of lateral and longitudinal suppleness.



- Demonstrate safe, confident, effective longeing techniques while implementing the candidate's longeing plan.
- Evaluate mount's performance training as it relates to the suitable plan to improve the horse discussed at the beginning of the session. Offer suggestions in order to continue mount's training through longeing.
- Discuss additional safety precautions to be considered when longeing a rider.

## Bandaging

- Candidates will be given bandaging scenarios and will discuss and demonstrate the application of 2 selected specialty bandages using appropriate materials, such as: sheet cotton, flannel, track bandages, Ace bandages, conforming gauze, quilt batting, quilts, diapers, towels, etc. Discuss values and potential dangers when any of the above materials are used.
- Application 1: Based on a scenario provided by the Examiner, using the knee or hock joint, apply a spider or figure eight bandage.
- Application 2: Based on a scenario provided by the Examiner, apply a bandage from the following selection: shipping, sweat, poultice, pressure, hoof abscess, heel grab, cold water, and ice.

*See supplements to the H-B—A Level Manual on the USPC H-HM/H/H-A Certification web page.*

## Foot and Shoeing

- Evaluate the presented horse's shoeing or trimming. Discuss hoof angles and hoof balance, wear and shape of hoof and possible effect of current shoeing or trimming on horse's movement and long-term soundness.
- Be prepared to discuss common shoes and their function, including the purpose of any additional features (e.g., quarter clips).

## Anatomy, Conformation and Lameness

- Discuss conformation faults of presented mount(s). Discussion should include the effects these might have on movement and how they might contribute to lameness.
- Discuss the functional anatomy of the legs to include the joints, insertions of major tendons and ligaments.
- Discuss the basic biomechanics of movement and self-carriage (Circle of Muscles).
- Observe a mount in motion to assess its athletic ability and suitability for a specific discipline. Discussion should include the effect of conformation faults on movement and any obvious unsoundness.

*See Anatomy, Conformation, Lameness supplements to H-B—A Manuals on the USPC H-HM/H/H-A Certification web page.*

## Stable/Farm Design and Management Plan

Candidates will design, present and be prepared to discuss a detailed outline of a hypothetical facility and horse management plan for the care of 5-10 horses within a safe and efficient system based on geographical best management practices. At the beginning of a certification, candidates will present to the Examiners:

- A description of the type of facility.
- A drawing of the entire facility including barn, turnout areas, riding/ training areas, driveways, walkways, and gates.
- A floor plan of the barn showing location and size of stalls, aisles, feed/hay/bedding storage, tack room, grooming area, windows, doors, etc.
- A detailed floor plan with dimensions of a stall, the tack room and feed area.
- A description of the materials chosen for construction of structures, flooring for all areas, fencing, footing for riding/ training areas, doors, and gates.
- A sample schedule of daily facility care routine.
- Parasite management philosophy/routine/schedule.
- Pasture management routine/schedule for facility and land conservation methods.
- Pictures, descriptions and poisoning symptoms for at least 5 poisonous plants in the member's area.
- Manure management plan for the facility.
- A yearly inoculation and dental schedule for the facility.
- Yearly schedule for farrier care.
- An emergency plan for the facility with planning for potential crisis of both a general and a geographic nature.
- Seasonal differences or adjustments for above plans/ schedule.

## Nutrition

- Demonstrate ability to purchase feed responsibly by discussing the characteristics, advantages, and disadvantages of different types of roughage and concentrates as described in the USPC Manuals.
- Interpret the nutritional value of feed available from label information.
- Discuss a complete nutritional program for various types of horses (e.g., aged, growing, breeding, lactating, working, idle, laid up, and special health conditions) that includes consideration and common sources of protein, fat, fiber, carbohydrates, minerals, vitamins, and electrolytes.
- Discuss the nutritional management of health conditions: Equine Cushing's Disease, Equine Metabolic Syndrome, and Insulin Resistance.
- Discuss cost of and safe storage methods for different varieties and quantities of feed.
- Discuss criteria used to determine whether or not feed supplements or nutraceuticals are needed. Discuss benefits and dangers of use.



## Conditioning

- Present an 8-week conditioning plan designed to prepare a horse for a specific activity or competition, or design a rehabilitation plan for an injured or sick mount returning to work. The plan needs to include description of mount (e.g., age, breed, current fitness level, injury or illness). The plan should include feeding, training and conditioning factors, and changes.
- Discuss how to evaluate the plan's effectiveness and what factors might alter the plan. Discuss the nutritional changes that might occur as the plan progresses. Details should include possible ongoing therapies.
- Discuss the difference between anaerobic and aerobic energy production.
- Discuss basic exercise physiology as a horse gains fitness, to include expected changes to the following systems: musculoskeletal, cardiovascular, and respiratory.
- Discuss the concept of fatigue and the role it plays in musculoskeletal injury.
- Discuss how to increase strength versus endurance in a conditioning program.
- Discuss how environment (temperature, elevation, humidity, and footing) may affect conditioning programs.

## Land Conservation

- Discuss the relationship between land conservation concerns and initiatives and equine sports and horse management, venues and facilities. Discussion may include current and future challenges from the local area to the global environment.
- Describe appropriate methods to include land conservation awareness into an unmounted curriculum. Discuss the impact that land conservation may have on the barn plan presented. Discussion should include how the following might impact their plan: local regulations on manure management, changes in local open space and equine use areas, and other local or federal land conservation issues.

## Health Care and Veterinary Knowledge

- Based on a provided scenario discuss the following disorders/diseases to include anatomical system involved, causative agent, signs, and immediate care: PPID (Cushings), insulin resistance/metabolic syndrome, herpes myeloencephalopathy, botulism, Lyme disease, anaplasmosis, ringworm, sarcoid, summer sores, gastric ulcer, Equine viral arteritis, Potomac horse fever, EPM (Equine Protozoal Myeloencephalitis), tooth problems, and roaring.
- Describe the basic functions of the following systems: respiratory, urinary, circulatory/lymphatic, nervous, digestive, reproductive, integumentary, skeletal, and major muscle groups involved with locomotion.

- Discuss predisposing factors, including symptoms and care of mount for the following: fever, tying up, inflammation, edema, arthritis, shock, and dehydration.
- Discuss diseases associated with travel and exposure to strange mounts.

## Health Care and Veterinary Knowledge (Special Care)

- Discuss possible indications for use of the following drug classes that might be prescribed by a veterinarian (NSAIDs, sedatives/pain relievers, corticosteroids, gastric ulcer treatments, osteoarthritis treatments).

*The list of specific drugs required can be found on the H-HM/H/H-A Certification web page.*

- Understand the possible basic complications that can result from their use and where to find which drugs are allowed in horses competing under USEF and USPC rules.
- Discuss administration and storage of each drug.
- Discuss any management concerns that need to be addressed for a horse on those drug classes.
- Discuss specific precautions when shipping, feeding and restraining a sedated mount.
- Discuss twitches-benefits, dangers and different types.
- Describe other methods of physical restraint, from mild to aggressive.

*See Special Care and Veterinary Knowledge supplements to the H-B—A Level Manual on the USPC H-HM/H/H-A Certification web page.*

## Teaching (Technique)

- Know teaching techniques included in USPC Manual of Horsemanship, Vol. III and be able to demonstrate knowledge of those skills as acquired through teaching experience.
- Discuss ways to handle the following lesson situations: mixed age or skill group, effective use of assistant, interfering coach or parent, unsuitable and/or unsound mount, runaway mount, disobedient mount, fall of rider, arguing student, uninterested student, fearful student, unfit condition of mount or student, change in weather or environment prior to or during a lesson, and any problems beyond a teacher's ability or training to solve.
- Discuss how to recognize and to adapt teaching technique(s) for students who might have physical challenges or different learning styles.
- Demonstrate knowledge of requirements in D, C, and B Standards of Proficiency.
- Discuss skills that would be covered in teaching a C Pony Club member to safely and effectively longe a mount.



## Teaching (the Lesson)

- All candidates should be in riding attire including proper footwear. All candidates and students must wear USPC or USEA approved medical armbands or bracelets.
- Prepare a lesson plan for assigned lesson. Lesson topics and levels will be assigned by Examiners.
- Demonstrate teaching a safe, informative 20-minute lesson to a group of 3-5 riders (D-1 to B or adult volunteers). Each lesson must demonstrate the candidate's ability to teach a key concept, movement or skill that is a level or two above the current riding ability of the students in the group, as appropriate on the USPC Standards of Proficiency. Emphasis should be placed on the correctness of the figure or skill, the explanations of correct aids and their uses, the riders' basic balanced position, and the candidate's ability to make appropriate corrections and improvements in the performance of the riders and/or mounts.
- For safety the candidate should bring: a cell phone, local emergency number(s) in addition to 911, and teaching location's address.
- Candidates should bring their instructor's "tool kit". A list of suggested items can be found in the Teaching supplement to the H-B—H-A Level Manual on the USPC H-HM/H/H-A Certification web page.
- Evaluate the lesson plan and discuss achievement of the teaching objective, improvement of the lesson, and changes, if any, to the plan for safety considerations.
- Discuss a student's riding position and suggest 3 longeing exercises to address specific positional challenges.
- Discuss and/or demonstrate appropriate safety considerations when setting up a jumping lesson, including use and spacing of cavaletti/trotting poles and distance between fences in a grid or jumping line.

*See Teaching supplement to the H-B—A Level Manual on the USPC H-HM/H/H-A Certification web page.*

**Note:** Dressage and Western Track candidates, should discuss and/or demonstrate appropriate safety considerations and distances when setting up cavaletti/trotting poles .

## Rider Safety

- Discuss the symptoms of heat stroke and immediate care for a rider suspected of heat stroke.
- Discuss symptoms of concussion and the immediate care of a rider with suspected concussion.
- Based on a scenario provided by Examiner, discuss instructor emergency preparedness and risk management suitable for the given situation.
- Discuss the detailed procedure involved in determining if a rider should continue riding.

*Refer to the USPC Safety Handbook, and the USPC Return to Play document on the USPC website.*



## Information for Candidates

### Requirements for Candidates

- Be a Member in Good Standing as verified by your Regional Supervisor.
- Be at least 13 years of age by January 1st of the certification year for the H-B and C-3; 14 years of age for the H-B, and 16 years of age for the H-HM/H/H-A and A.
- Must have competed in one mounted rally (stable manager acceptable) any time prior to applying for an H-B or C-3 certification.
- H-HM/H/H-A only: candidate holds a current First Aid certification.
- Adhere to the USPC Code of Conduct at all times.

### Application Process

There is no waiting period between the H-B/C-3 through A certifications. All applications are required to be submitted by the application deadline.

Candidates may take the H-B or C-3 certification in whichever order they choose.

Candidates must successfully complete all sections of the H-B and C-3 before taking the B certification, and all sections of the H-A before taking the A certification.

An H-B member may take the H-HM/H/H-A certification without completing any national level riding certifications.

The National Testing Committee determines certification dates and locations in response to Regional requests. Candidates may apply for the date of their choice.

Information on testing dates, sites, and equipment needed may be obtained from: DC, CA, RS, USPC website or National Office.

All National Level Testing applications are filled out and submitted online with payment through the USPC website at [www.ponyclub.org](http://www.ponyclub.org).

### Application Deadlines

See National Level Testing Calendar on USPC website at [www.ponyclub.org](http://www.ponyclub.org).

Late applications (subject to a late fee) will be considered on a case by case basis by the National Office and National Testing Committee.

### Candidate Preparation

Candidates should do outside reading and independent study in an effort to expand knowledge and understanding of all aspects of horsemanship. For the appropriate testing level, this in-depth study should develop sophistication in riding, maturity in training a mount or rider, and flexibility to adapt to

horsemastership techniques that vary according to geographic area.

It is recommended that a candidate participate in a regional or inter-regional prep appropriate to the intended certification level. The participation does not indicate readiness to test nor assumes the standard has been met for any portion of the intended level. Preps offer practical experience in all requirements and offer an understanding of the level evaluated. Further independent study to cover areas not done at a prep is also beneficial.

*Verification of completion* of a First Aid course must be sent to [testing@ponyclub.org](mailto:testing@ponyclub.org) or mailed to the National Office 30 days prior to the test date.

The candidate's attitude and maturity is considered throughout the certification. Respect for other people and handling of the mount(s) are a direct reflection of the candidate's maturity level.

### Mounted Attire

**C-3** Dressage, Show Jumping, and Eventing, refer to discipline rulebook for competition attire. Must also wear Pony Club pin, USPC or USEA medical armband or bracelet, and a properly fitted equestrian helmet securely fastened (see USPC Policy 0800.A) must be worn during turnout, riding, and longeing. No inappropriate jewelry.

**B and A** Dressage, Show Jumping, and Eventing- Rider in safe, neat, clean attire: long hair neatly up or back in a hairnet, gloves optional, collared shirt with sleeves (e.g., polo style, turtleneck, dress shirt, or ratcatcher) and tucked in, breeches, belt (if belt loops), tall boots. Pony Club pin, USPC or USEA medical armband or bracelet, and a properly fitted equestrian helmet securely fastened (see USPC Policy 0800.A) must be worn during turnout, riding, and longeing. No inappropriate jewelry.

### General Testing Attire

**H-B and H-HM/H/H-A:** Member in safe, neat and clean attire: long hair neatly tied back, ball cap or sun hat permitted, gloves optional when working with horses, collared shirt with sleeves and tucked in, breeches, long pants, or shorts (mid-thigh or longer, no jeans, leggings, or pajama pants), belt (if belt loops), tall boots, paddock boots, or work style boots covering the ankle, Pony Club pin, USPC or USEA medical armband or bracelet. No inappropriate jewelry,

*Presentation, Longeing, and Teaching Attire:* Member should dress in riding attire: breeches, belt (if belt loops), tall boots or paddock boots with smooth leather half chaps, a collared shirt, gloves, watch, a whip (longeing and presentation only), and a properly fitted equestrian helmet securely fastened (see USPC Policy 0800.A) must be worn during turnout, riding, and longeing.



## Presentation of the Mount for Turnout

Standards for turnout are indicated in the Standards of Proficiency and on each appropriate test sheet. Please refer, as well, to the Horse Management Handbook.

## Equipment

For the national level riding certifications, any saddlery and biting equipment must comply with the Horse Management General Rule on Saddlery and Biting and with the appropriate USPC discipline rules for Saddlery and Biting. Any discipline rule change following publication of the current Horse Management Handbook will supersede these rules.

## Appropriate Horse

USPC's commitment to safety for all horses and riders is paramount during a certification at any level.

Candidates may bring their own, borrowed, leased or rented mount(s) to a certification and retest. Organizers and regional personnel are not responsible for supplying riding mounts for certifications or retests. Candidates may bring more than one mount to use at a certification. The care of each mount at a certification is solely the candidate's responsibility.

For national level riding certifications, it is the responsibility of the candidate and his/ her parent(s) or guardian(s) to bring appropriate mount(s) to the certification. Properly conditioned mounts must be capable of the skills required by the certification level, to include standing for turnout evaluation, bandaging, and longeing.

For the riding sections, the mount(s) must be capable of completing the flat and jumping phases at the heights indicated at the appropriate levels. In addition, the mount(s) must also be available and suitable for change of riders during the appropriate section of the certification.

Failure to follow these guidelines will make it difficult for the candidate to meet the standards.

There are no candidate mount requirements for either the H-B or the H-HM/H/H-A certifications. Horses or ponies are provided for demonstration and evaluation.

## Information on Conducting a Certification

The testing shall be a constructive working session. The candidate shall be required to demonstrate and maintain adequate ability in performance and knowledge for the level and skill being evaluated.

The schedule will be determined by the National Examiners assigned to the test, who will consult with the Organizer on test site logistics.

Oral testing and/or demonstration are required for all parts of the horse management phase. Written tests are not allowed.

However, at the discretion of the Examiners, candidates may use their own writing and/or drawing to convey their answers during the questioning and/or discussion periods of the certification.

The Organizer must be present throughout the certification day(s). In addition, an Impartial Observer (I.O.) must be present throughout the certification. For consistency, it is preferable the I.O. be the same person throughout the duration (days) of the certification. The I.O. is neither involved in the testing program, involved with any candidate, nor related to any candidates in the testing, and is at least 25 years old.

## Retest Information

Candidates must have the recommendation of the original National Examiner panel. Those testing during the current year have until December 1st of the following year to complete their first retest attempt.

*If eligible to retest:* once the National Office has received your test sheets, your application will automatically populate in [My Tests](#). You will then have to complete the online retest application and submit a fee.

Retest of mounted, longeing, or teaching (H-B & H-HM/H/H-A) may take place no sooner than 30 days after the original test. Retest of "knowledge" blocks (H-B & H-HM/H/H-A) may take place no sooner than 1 week after the original test.

Check USPC retest procedures for more information on specific certification retest details.

## National Examiners

Please review the USPC National Examiners' Handbook for specific information about the criteria, selection, and expectations of Examiners.

The Chair(s) of the National Testing Committee determines and organizes the National Examiner panel for each national level certification.

The panel is comprised of no fewer than two National Examiners, with one individual (PIP) who acts as a leader for the panel in regards to testing matters.

National Examiners are selected with care and are completely knowledgeable of the Standards of Proficiency at the level(s) and skills they are testing, as well as the level(s) and skills above and below the one(s) they are evaluating. Each National Examiner is chosen only after a period of apprenticeship and with recommendations of other Examiners, USPC leaders, and/or equestrian professionals. They must attend regular seminars and participate in continuing education opportunities. They receive peer evaluations as well as feedback shared by candidates, organizers, and officials.



The United States Pony Clubs, Inc.

# Standards of Proficiency

H-B—H-A



## Responsibilities and Authorities

For national level certifications, the host RS is responsible for the overall conduct of the certification within their region. The actual oversight of the certification is the Organizer's responsibility. This may be in coordination or cooperation within the Region or between neighboring Regions.

Any special certification requests, including exceptions or exemptions, must be submitted to the USPC National Office,

Attention: Testing Coordinator at [testing@ponyclub.org](mailto:testing@ponyclub.org). The Testing Coordinator forwards the requests to the National Testing Chair(s) for recommendations. The Vice President of Instruction is the final approval authority.

The USPC Board of Governors approves the Standards of Proficiency and designates the USPC Vice President of Instruction (VPI) as responsible for both the Standards of Proficiency and the general USPC certifications program management.

*The United States Pony Clubs, Inc., develops character, leadership, confidence and a sense of community in youth through a program that teaches the care of horses and ponies, riding and mounted sports.*

## Pony Club

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4041 Iron Works Parkway, Lexington, KY 40511

(859)254-7669 ~ [www.ponyclub.org](http://www.ponyclub.org)

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