

Appendix D: Instructional Calendars

How To Create An Instructional Calendar

Taken from a handout created by Dawn Marie Mauer, Northwest Region

Why should Clubs and Centers develop an instructional calendar?

- When Clubs/Centers use a curriculum designed to be covered systematically over a year's time, the membership is more likely to get the instruction they need to advance.
- DCs/CAs and Instruction Coordinators will be able to track what portion of the standards has been addressed and what areas are yet to be covered.
- Instructors will know what to develop their lesson plans around and what goals the members have set.

Every Club or Center will have unique needs and challenges.

- Some will meet weekly or twice a month or monthly.
- Some will do the bulk of their unmounted meetings in the winter and not ride at all, others will use free time in the summer to cover the most ground.
- There is no "right" schedule for every Club or Center.

Start by having a goal setting session with members and their parent(s).

- Members can say if they hope to test, rally, move up a level of competition, or just improve certain skills (Daisy wants to learn to recognize her leads).
- Determine how often parents are willing to meet, as they will likely be providing the transportation for their child.
- Do members and parents want to combine mounted with unmounted meetings? Do they want to keep them separate?
- Club/Center leadership can use the information to create a curriculum that will help as many members as possible reach their goals.
- By matching up the curriculum with goals, members will feel supported, not dictated to.

Review of the goal meeting, Club/Center leaders should consider.

- How often are the families willing to meet? Is there a day of the week and time that works best for the majority?
- What weather or facility restrictions does the Club/Center have?
- How many members of similar age/level have similar goals
- How many members of what ages and levels do they need to teach to?
- Do the members' goals match up with what the Club/Center is able to provide under the schedule the families are willing to support?
- Are mounted and unmounted meetings to be combined or kept separate?

Developing the calendar.

- Armed with the information from the goal setting meeting the Club or Center leaders and the Instructional Coordinators, if there is one, are now ready to develop the calendar:
 - Should have copy of the Standards of Proficiency D-1 to C-2, copy of the Regional Calendar of events, know dates of major shows/competitions that take place outside of Pony Club that members are likely to take part in.
- Looking at the SOP determine which unmounted sections are best taught in conjunction with a mounted meeting (bandaging and longeing as examples) .
- Be certain to provide teaching opportunities for older, higher level members so that they can meet the expectations of their certificates and certifications.
- Consider providing instruction in different formats such as camps, competitions outside of Pony Club (perhaps a Dressage Show to learn Dressage tests and managing the horse/pony away from the stable).
- Consider instructors that you would like to have teach and contact them to determine dates of availability so that this can be worked into the calendar.

Communicating the calendar.

- Once the calendar has been developed it is important to communicate and share it with all members.

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