

Instruction Planning Ideas to Incorporate into any Club / Riding Center

Kerry McKinley - 2019

RIC - Great Lakes Region

DC - Orchard Hill Pony Club

Items highlighted in yellow are links or action type items to help make this presentation useful.
All examples / links are shared at the end of the presentation

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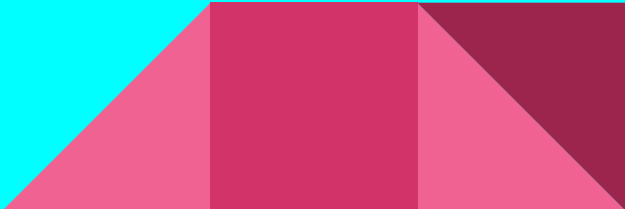
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RIC - Great Lakes Region

DC - Orchard Hill Pony Club


YOUR CLUB / CENTER is UNIQUE

→ **Each club is unique**

- ◆ will ALWAYS be evolving
 - ◆ Will ALWAYS be improving
 - ◆ What works in other clubs may not work for your club
 - ◆ Do what works for you and your members
- 

YOUR CLUB / CENTER is UNIQUE

→ Meeting Formats vary from club to club

- ◆ No right or wrong format
 - ◆ Have to pick what works best for YOUR club and members
 - ◆ Take the best from others
 - ◆ Be open to change
 - If currently meeting more than once a month could you switch to - Saturday and/or Sunday?
 - All teaching in one day both mounted / unmounted?
 - Commonly during school year
 - NOT during summer show season
- 

YOUR CLUB / CENTER is UNIQUE

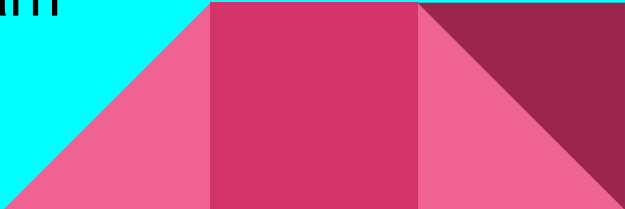
- **Formats for meetings** - NO RIGHT or WRONG format / length of meetings
 - ◆ Weekly
 - ◆ Bi - monthly
 - ◆ One time per month
 - ◆ Combine mounted / unmounted
 - ◆ Camp format 6- 7 times per year
 - One day camp
 - Two day camp
 - ◆ Separate or combined UNmounted / mounted
 - ◆ D Level separate and/or combined with C level members
 - School schedule concept
 - 30 minutes - together
 - 30 minutes - separate “class”
 - 30 minutes - together / review / share / present to parents

YOUR CLUB / CENTER is UNIQUE

→ Do NOT cancel meetings

- ◆ Statement that your meetings are IMPORTANT
- ◆ Can't force them to attend ONLY can provide opportunities
- ◆ Don't meet just to meet

→ Mistakes will happen

- ◆ Avoid thinking mistakes are failures
 - ◆ See as opportunities to improve and learn
 - ◆ We all make them
- 

YOUR CLUB / CENTER is UNIQUE

→ **Agendas and minutes**

- ◆ Set and keep agenda for meetings
- ◆ Strongest clubs do both
- ◆ Helps with
 - Organization
 - Planning
 - Record for future leaders
- ◆ Keep attendance at meetings
 - Spreadsheet for organization - multiple uses
 - Copy / change for future years
 - Parent responsibility or board member

Example of organizing spreadsheet - could be for teaching topics

	A	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
OHPC 2017-2018		GOALS	October UL Clinic	November UL Clinic	JLC meeting Nov 5	RC meeting Nov 5	Tribute	SCRIP FUNDRAISING	Jan Camp Payment	Jan Camp Participation	Omnibus Love Ads	Examiner Clinic	Mock Quiz	March Sponsor Meeting	Annual Meeting USPC	March camp Payment	March Camp Participation	Quiz Rally	JLC Spring Meeting	RC Spring Meeting	CERT checklist seen by DC	GLR regional Testings	NEWS
Madi	x			yes					100	yes	x					170	mounted		x				
Isa	x	Yes		Treasurer					100	yes	x						No		x		yes	C2 SJ	
Alex	x	Yes	Yes	VP					170	Mounted	x	Yes				100	yes	Help	x Treas				Accepted VI
Grace	x			yes					100	yes	x	Yes	Yes			100	yes	Help	x				
Hanna	x			Secretary					170	Mounted	x					100	yes	Help	x				
HORSEMASTERS (1)																							
Mirta		x								no	x						No						
Stella																							
SPONSORS of Record																							
Lisa														Yes					Yes	x			
April							x							Phone					Yes	x			

Common Abbreviations in USPC

- **SOPs** Standards of Proficiency
 - Standards for testing D1 - A
- **NE** National Examiner
- **RIC** Regional Instruction Coordinator - regional board member
- **HM** Horse Management
- **HMO** Horse Management Organizer - regional board member
- **AHMJ** Assistant Horse Management Judge - at rallies
- **Rally** Pony Club team competition
- **Horse Inspections** Jogs
- **Turnout Inspections** Check of rider for safety and cleanliness

Link to glossary of terms on USPC site:

<https://www.ponyclub.org/Volunteers/Glossary.aspx>

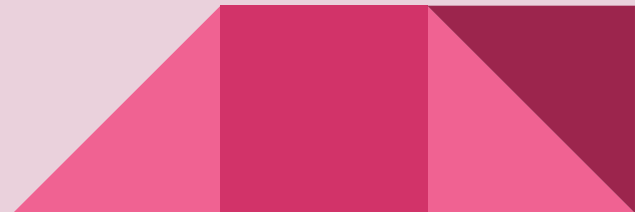
Getting started making your Instruction Plan

→ **How to get started**

- ◆ Make an outline for the entire year
 - Dates
 - Type of meetings - but not necessarily with details

→ **Calendar with topics**

- ◆ Divide your calendar into 3 - 4 month sections
- ◆ Not necessary to tackle the entire calendar at one time



Getting started making your Instruction Plan

→ D Level Members

- ◆ Review goal setting results
- ◆ Focus on D3 Standards for your D level members
 - D1 / D2 standards will be covered under the D3 umbrella
 - Helps to simplify your plan
 - D1 members can learn at the D3 level

→ C Level Members

- ◆ Review goal setting results
 - More specific topics will evolve from results
- ◆ Members teaching Members - *more later in presentation*
- ◆ Ok to separate meetings into D level / C level meetings

Getting started making your Instruction Plan

→ **Goal setting**

- ◆ Members to complete goal sheet - *examples later in presentation*
- ◆ Revisit goals
 - End of each calendar section
 - or 2 - 3 times /year
 - Too many variables to predict for an entire year
 - Lameness / sickness of horses and members, vacations, etc
 - Just good practice to re-evaluate goals

→ **Members teaching other members** - *more later in presentation*

Goal Setting

→ Example - Word DOC link

◆ <https://drive.google.com/open?id=1BQodfpgLCztREwL3EF3xBFPxLXqCwMbstLI8UOIw-2M>

→ Google Forms - on Google Drive

- I would not recommend using this format for a new / young D1 member

→ D2/D3 Level link

◆ <https://drive.google.com/open?id=13nZX06Z2N7rdDwMfFpKetWe8C8CB04L0H2PdevHuvk4>

→ C1/C2 link

◆ https://drive.google.com/open?id=1Db-fo1aODdpCopIB-7O4IQKDrfJMX5jk_wmewp8cun4

→ HB/HA link

◆ <https://drive.google.com/open?id=1AlyfclKtPe-Zpr-1LjlS4mxC9...4aFeN1C79...GqJ>

Orchard Hill Pony Club-D Level GOALS 2019

I have modified our goal sheets to this electronic form. I am hoping that this will make it a more timely and relevant goals form for our current members. Please complete to the best of your ability at this time. As we all know, our horse and riding goals are fluid and change from week to week. We will review and update our goals throughout the year. Your responses will help us to best plan for our camp instruction. Thank you for taking the time to fill out your 2019 goals form.

I STRONGLY ENCOURAGE you to click the link below for the Standards of Proficiency prior to starting this form.
<https://www.ponyclub.org/ContentDocs/Instruction/Standards/2019%20D%20Eventing%20SOPs.pdf>

Kerry McKinley Great Lakes Region - mckinley.kerry@gmail.com



Name *

Short answer text

Age as of January 1st, 2019 *

Short answer text

The following topics are from the D2 - Level test sheet please answer according to your Horse Management needs at camp. Click the link below to see the Standards of Proficiency for D Level. This will give you more detailed information to help you make your decisions.

<https://www.ponyclub.org/ContentDocs/Instruction/Standards/2019%20D%20Eventing%20SOPs.pdf>

	Need Help	Time to review	Ready to test	Would like time to wo...
Leading horse / transit...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bandaging	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Foot and shoeing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Name 5 horse breeds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Name/Describe 6 colo...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Markings (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Locate / name 15 part...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health / Maintenance ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

All Members All Ages can TEACH during meetings

→ KEY to SUCCESS

- ◆ Provide a rubric / checklist to members
- ◆ Assign topics to members
- ◆ Assign materials to bring if a hands on project
- ◆ Work in partners if needed
- ◆ Give completion date
- ◆ Members teaching.....
 - Ds to Ds - Ds to Cs
 - Cs to Cs - Cs to Ds
 - Members to parents

All Members All Ages can TEACH during meetings

→ KEY to SUCCESS

- ◆ Time to work at unmounted meeting
 - Help in preparing their first presentation
 - Gives them structure on how to start
 - Show examples if available
- ◆ Adult supervision necessary to facilitate
 - During work time
 - During teaching

All Members All Ages can TEACH during meetings

- Powerpoints / google slides - unlimited options
 - ◆ Diseases
 - ◆ Conformation
 - ◆ Unsoundness
 - ◆ Colors
 - ◆ Markings
- Quizlet / Kahoots / Jeopardy / Memory / Games
- Posters
- Projects- hands on - construct during meetings
 - ◆ Toilet paper skeletal horse
 - ◆ Digestive system - to scale
 - ◆ Pasta skeletal horse - *Silver Snaffles - Great Lakes Region*
 - ◆ Toilet paper leg with bones / tendons/ ligaments - *Anna Warzecha*

Members teaching members - powerpoint/google slides

→ Assign disease to members

- ◆ Who in your club can look up the diseases?
 - D Level
 - C Level
 - HB
 - HA
- ◆ Make a list (google forms/excel) to assign members.
 - Helps to keep club organized
 - Keeps history of members teaching
 - Organizing spreadsheet - *example earlier in presentation*

Members teaching members - powerpoint/google slides

→ **Determine format you would like presentations-**

- ◆ Powerpoint / google slides / poster, etc
- ◆ Benefits of electronic
 - Builds electronic library for club and members
 - Google folders are easy to share to entire club
- ◆ Disadvantage of electronic
 - Need computer / projector?
 - Screen or blank wall / sheet?
 - Larger club will need to project the presentation.
 - Smaller club can see from one laptop screen.

Members teaching members - powerpoint/google slides

- **Give Criteria / Rubric / Checklist for the presentation**
- **Give plenty of time / notice to complete the assignment**
 - ◆ Give as homework
 - ◆ Schedule work time in an UNmounted meeting / camp
 - Not finished - becomes homework to present at next meeting
- **Send reminder for completing presentations - due date is.....**
 - ◆ Email reminder
 - ◆ Social media reminder
 - ◆ Remind.com
 - ◆ **Who in your club can send the reminders???**

Members teaching members - powerpoint/google slides

→ **Parasite Research Guide / checklist** *Anna Warzecha - Great Lakes Region*

https://drive.google.com/open?id=1CnIK5t-EMyqBtLNj22LORD_0i-Ea0A1PMmKnYIk6oyo

→ **Disease Research Guide / checklist**

https://drive.google.com/open?id=1x9MHz8R1mvxc5mh81TlwYSmhtTnoOc_2RY4JqzmFDio



Research Check List for Parasite Presentations

Anna Warzecha - Great Lakes Region

- Name of parasite (both common and scientific)
- Description of what the parasite looks like
- Picture (s)
- Life cycle
- Damage done to horse
- Dewormers that can kill it (common name and medication name)
- Any specific time of year it is best to deworm based on the lifecycle of the parasite / Booster needed?
- Any other interesting information
- Review questions

Rubric / Checklist for DISEASE presentation / powerpoint

- Name of Disease (scientific and common names)
- What body system(s) this disease affects (pick from the list below)
 - Skeletal
 - Muscular
 - Nervous
 - Circulatory / Lymphatic
 - Respiratory
 - Digestive
 - Endocrine
 - Integumentary - Skin
 - Special Senses - Eye
- What causes the disease?
 - Bacteria
 - Virus
 - Other
- How does the horse get the disease? Or how is it transmitted?
- What are the signs of the disease?
- Is the disease treatable?
 - What is the treatment?
 - Medication?
- Is there a vaccine for it? How often should it be given?
- Are there any other ways to prevent the disease?

GENERAL Information for a successful powerpoint/google slides

- Use bullet points - AVOID using sentences / paragraphs**
- Include pictures and/or videos**
- Do not include words you cannot pronounce or practice saying the words aloud**
- Did you summarize the information? or did you copy and paste?**

Example of Parasite powerpoint/Google slides

Small Strongyles - created by 12 year old C1 Member

<https://drive.google.com/open?id=1O7FMHaNuDKwho5AG7DUsm1hQ12Rg78um23E4ssJgJKg>

Handout version - Fill in the blanks for members

https://drive.google.com/open?id=1pGbnTguA3tIMToP3aPoldjB_ax7dTHRcyPag46GfrQ

CYATHOSTOMES A.K.A SMALL STRONGYLES

By: Alex McKinley, C1
GRPC

1

DESCRIPTION OF SMALL STRONGYLES

- Type of bloodworm
- Invades lining of large intestine
- Commonly called Encysted Strongyles
 - Encysted = protective capsule
- Adults measure $\frac{1}{4}$ " - 1" in length
- Poses the most danger



2

INSIDE THE LARGE INTESTINE

Encysted Small Strongyle Larvae



Mucosal View
of Large Intestine



Close Up

Photographs courtesy of
Dr. Mike Adian

3

LIFE CYCLE

- Eggs in manure do not infect horses
- Eggs must hatch and progress through 3 larval stages to infect the horse
 - Larva hatch best between temperatures of 45-85 degrees
- These worms become dangerous when....
 - larvae enters the horse's digestive system
 - burrow into the large intestinal lining
 - form cysts - a protective capsule for the parasite
- Encysted small strongyles can remain in this state for

LIFE CYCLE



2

HOW IT AFFECTS THE HORSE

Damage to the intestinal mucosa (wet damp lining on inside of intestine) can show up as:

- Listlessness, weakness
- Anorexia
- Recurring colic
- Diarrhea
- Weight loss
- Peripheral edema (swelling)
- Death

In less severe cases, horses may exhibit

- decreased performance

3

Hands on Project - TP TUBE Horse

- Upper Level members
- Skeletal system
- Circle of muscles
- Include key
- Glue guns
- Multiple hour project

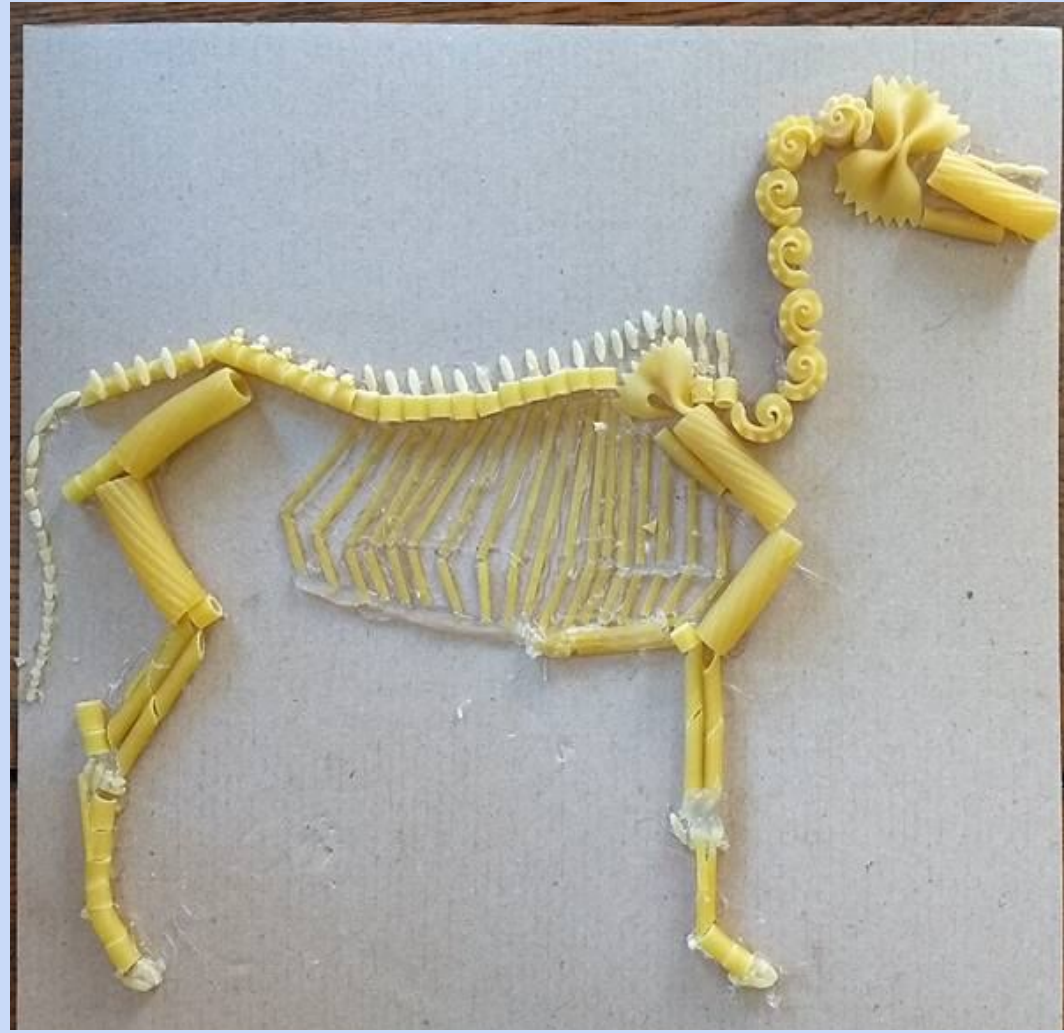


Hands on Project

Skeleton Pasta Horse

- UL members
- Different shape pasta
- Glue guns
- Multiple hour project

*Silver Snaffles Pony Club
Great Lakes Region*

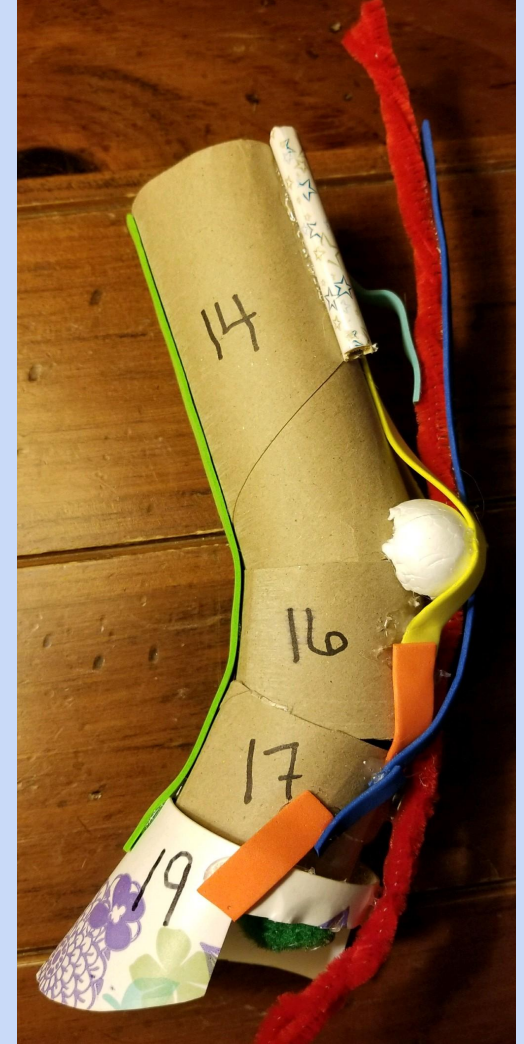


Hands on Project

Leg Model with Tendons/Ligaments

- UL members
- Glue guns
- Variety of yarns / pipe cleaners / colors
- 1-2 hour project

Leg Model		Minta
Green	Common Digital Extensor ten	
Yellow	Suspensory ligament	
Red	Deep Digital Flexor Tendon	
Navy	Superficial Flexor tendon	
Teal	Inferior Check ligament	
Orange	Collateral ligament	
Pencil	Splint	
White foam	- sesamoid bones	
Pom Pom	- navicular	
Cup	Coffin bone	

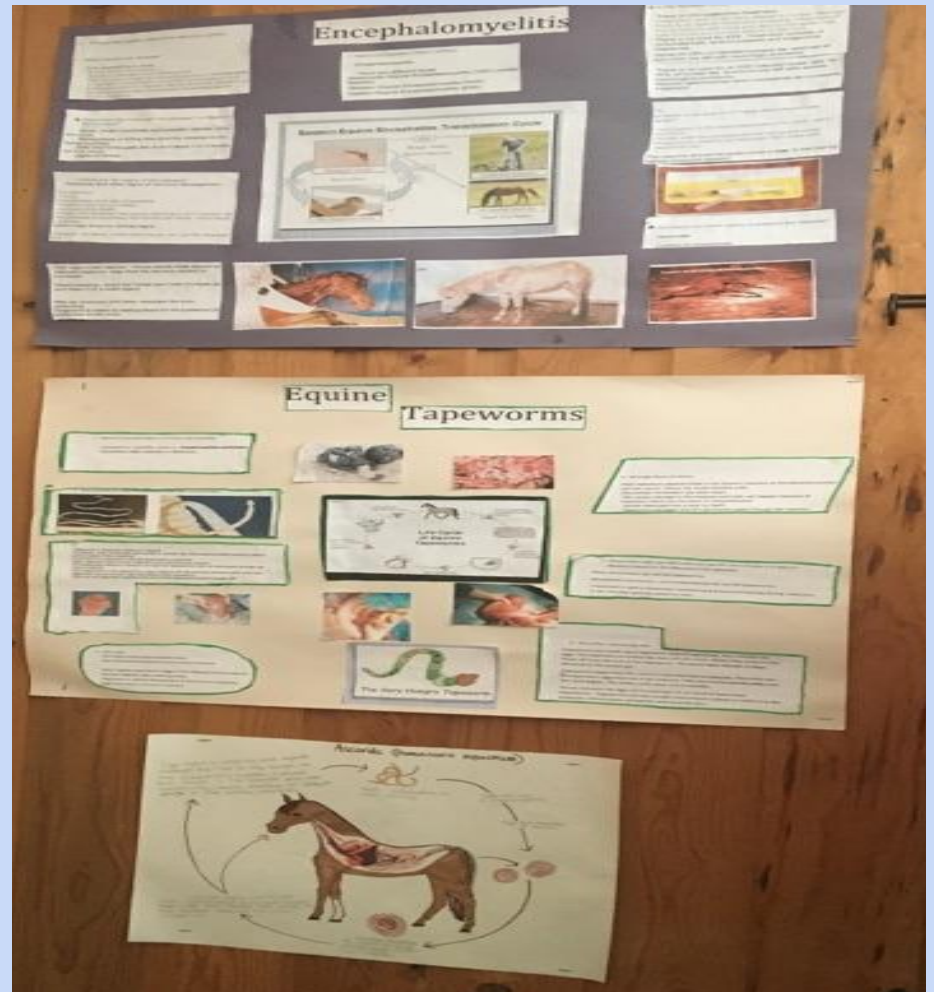


Hands on Projects - Posters - Great to have a place to display



Hands on Projects Posters

Great if you also have
a place to display



OK to review / repeat topics for members

→ **Every meeting does not have to be brand new and exciting**

- ◆ Schools review materials daily / before tests
 - Members teaching members
 - Group projects
- ◆ Think of a new format to review the material
 - Which parents can put questions into a new format
 - Members can create (most will have used in school)
 - Quizlet - multiple “game” formats
 - Kahoot - “learning games”
 - Memory game - “old school”

OK to review / repeat topics for members

→ Link to quizlet

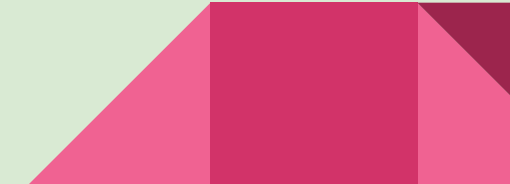
- ◆ <https://quizlet.com/subject/pony-club-conformation/>

→ Link to Kahoot

- ◆ <https://kahoot.com/>



Camp Format Style Meetings

- **One day or Two day camp (overnight or haul in)**
 - ◆ Mounted and unmounted camp
 - ◆ or mounted only or unmounted only
 - **Can reduce the amount of meetings per year**
 - **Opportunity to get more parents involved** *more later in presentation*
 - ◆ Making food
 - ◆ Chaperone
 - ◆ Teaching
 - ◆ Set up
 - ◆ Clean up
 - ◆ ASSIGN JOBS
- 

Camp Format Style Meetings

Making the schedule

- **Start by putting in riding times / groups**
- **Use Skills list** - *more later in presentation (Sierra Pacific Region 2018)*
 - ◆ Flat groups
 - Best in group of 2
 - 45 minutes - hour
 - Do not go over 4 in a group
 - hour lesson
 - ◆ Jumping groups
 - 3-5 in group works well
 - Hour to hour ½ depending on level

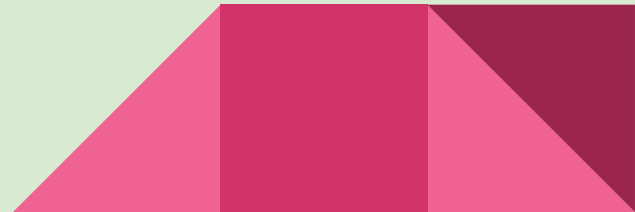
Note - 45 minute slots can be confusing for person making the schedule; but it can be done

Camp Format Style Meetings

- **Give the instructor a 15 min break after 2 or 3 lessons**
 - ◆ Helps to catch back up if off schedule
 - ◆ A longer lunch can also help to get back on schedule
- **Add unmounted topics / teaching time**
 - ◆ After riding times are set
 - ◆ Parents / Volunteers to help with teaching
 - ◆ Separate instructor from mounted instructor is helpful
 - ◆ If struggling to fill unmounted slots
 - Have members
 - Scribe for mounted rides
 - Jump crew
 - Avoid giving time off - BEST to keep them busy!

Camp Format Style Meetings

- **Can review many rally ready skills EVERY camp.....**
 - ◆ Proper stall set up
 - ◆ Stall Cards
 - ◆ Tack room set up
 - ◆ Turnbacks
 - ◆ Turnout inspections - different focus for each camp
 - Cleanliness of horse
 - Bridle
 - Saddle
 - Member attire
 - ◆ Teamwork



Meeting Schedule with Mounted and unmounted activities

January 27 Mounted Meeting												
GROUP #1 - McKenna helping in the Barn				GROUP #2 Ellie helping in Barn				GROUP #3 *McKenna helping in the Barn			GROUP #4 Ellie helping in the Barn	
Time	Leah / Handy	Joselyn / Major	Abby / Annie	Emeline / Max	Ellie / Bonnie	Samantha / Beamer	Annabelle / Annie	Molly / Handy	Reagan / Major	Ava / Handy	Marielle / Max	
2:30	Agenda/Tack Up	Agenda/Tack Up	Agenda/Tack Up	Agenda/Tack Up	Agenda/Grooming Station	Agenda/Grooming Station	Agenda/Grooming Station	Agenda/Inside: The Pledge, Ground Manner; Grooming Tools Worksheet; Review Colors/Breeds/Horse Parts	Agenda/Inside: The Pledge, Ground Manner; Grooming Tools Worksheet; Review Colors/Breeds/Horse Parts	Agenda/Inside: The Pledge, Ground Manner; Grooming Tools Worksheet; Review Colors/Breeds/Horse Parts	Agenda/Inside: The Pledge, Ground Manner; Grooming Tools Worksheet; Review Colors/Breeds/Horse Parts	
3:00	Ride with Bethany	Ride with Bethany	Ride with Bethany	Ride with Bethany	Grooming Tools; Order of Grooming; Practice Grooming; and TACK UP	Grooming Tools; Order of Grooming; Practice Grooming; and TACK UP	Grooming Tools; Order of Grooming; Practice Grooming; Help as needed	3:45 ish Grooming Tools; Order of Grooming; Practice Grooming	3:45 ish Grooming Tools; Order of Grooming; Practice Grooming	3:45 ish Grooming Tools; Order of Grooming; Practice Grooming	3:45 ish Grooming Tools; Order of Grooming; Practice Grooming	Need Pa Instructor
4:00	Untack/Turnbacks Focus: Horse	Untack/Turnbacks Focus: Horse	Untack/Turnbacks Focus: Horse	Untack/Turnbacks Focus: Horse	Ride with Bethany	Ride with Bethany	Ride with Bethany	Tack Up/Practice Grooming	Tack Up/Practice Grooming	Tack Up/Practice Grooming	Tack Up/Practice Grooming	Need after rid
5:00	Grooming Tools; Order of Grooming; Practice Grooming	4:30ish Grooming Tools; Order of Grooming; Practice Grooming	4:30ish Grooming Tools; Order of Grooming; Practice Grooming	4:30ish Grooming Tools; Order of Grooming; Practice Grooming	Untack/Turnbacks Focus: Horse	Untack/Turnbacks Focus: Horse	Untack/Turnbacks Focus: Horse	Ride with Bethany	Ride with Bethany	Practice Grooming	Practice Grooming	
5:30	Inside: The Pledge, Ground Manner; Grooming Tools Worksheet; Review Colors/Breeds/Horse Parts	Inside: The Pledge, Ground Manner; Grooming Tools Worksheet; Review Colors/Breeds/Horse Parts	Inside: The Pledge, Ground Manner; Grooming Tools Worksheet; Review Colors/Breeds/Horse Parts	Inside: The Pledge, Ground Manner; Grooming Tools Worksheet; Review Colors/Breeds/Horse Parts	Inside: The Pledge, Ground Manner; Grooming Tools Worksheet; Review Colors/Breeds/Horse Parts	Inside: The Pledge, Ground Manner; Grooming Tools Worksheet; Review Colors/Breeds/Horse Parts	Inside: The Pledge, Ground Manner; Grooming Tools Worksheet; Review Colors/Breeds/Horse Parts	Untack/Turnbacks Focus: Horse help Reagan & Major	Untack/Turnbacks Focus: Horse	Ride with Bethany	Ride with Bethany	
5:50	Clean up Barn /Depart	Clean up Barn /Depart	Clean up Barn /Depart	Clean up Barn /Depart	Clean up Barn /Depart	Clean up Barn /Depart	Clean up Barn /Depart	Clean up Barn /Depart	Clean up Barn /Depart	Untack/Turnbacks Focus: Horse	Untack/Turnbacks Focus: Horse	Leave the
Homework:	Complete Pledge Les	Complete Pledge Les	Complete Pledge Les	Complete Pledge Les	Complete Pledge Les	Complete Pledge Les	Complete Pledge Les	Complete Pledge Les	Complete Pledge Les	Complete Pledge Les	Complete Pledge Les	

Saturday Schedule

	Alex	Grace	Hanna	Mirta	Anna	Isa	Rachel	Caitlin
8:30 - 9:00	Move In / Set Up	Move In / Set Up	Set Up	Set Up	Move In / Set Up	Move In / Set Up	Move In / Set Up	Set Up
9:20 Dawn	picture Horse w/ bridle only on at Stall	picture Horse w/ bridle only on at Stall	picture Horse w/ bridle only on at Stall	picture Horse w/ bridle only on at Stall	picture Horse w/ bridle only on at Stall		picture Horse w/ bridle only on at Stall	picture Horse w/ bridle only on at Stall
9:30	Groom / Tack Up Rocket	Present Drugs	Present Drugs		Set up projector Drugs	Groom/ Tack up	Present Drugs	Present Drugs
10:00	Flat	Drugs	Drugs		Drugs	Flat	tutoring off site	Drugs
10:45	Flat	Jeopardy Board	Jeopardy Board	Groom / Tack Up	Groom / Tack Up	Flat		Jeopardy Board
11:15	Untack Lunch	Drugs	Drugs	Flat	Flat	Untack		Drugs
12:00	Groom / Tack Up Mason	Drugs Memory Game	Drugs Memory Game	Flat	Flat	Conditioning Plan		Drugs Memory game
12:30	Flat	Lunch	Lunch	Untack	Untack	Lunch	Groom Tack Up	
1:15	Flat	Groom / Tack Up	Conditioning Plan	Conditioning Plan	Isa Conditioning Plan	Conditioning Plan	Flat	Groom Tack up
1:45	Untack	Flat	Conditioning Plan	Conditioning Plan	Conditioning Plan	Conditioning Plan	Untack	Flat

Sources for Making your Instruction Plan

- USPC Site - *links at end of this presentation*
- ◆ **SOPs are guide for developing an instruction plan**
- ◆ Study Guides
- ◆ Webinars (powerpoints)
- ◆ Pony Club IQ
 - Articles for reading / summarizing
 - Assign to members to read articles
- ◆ Lesson plans
- Use goals to help you determine focus for meetings
- Members Teaching members
- Hands on Projects
- OK if they learn the same topic each year - PRACTICE / PRACTICE/ PRACTICE

Study Guide for D3 Certification

→ Study Guides

- ◆ D1 - C2 levels
- ◆ Can complete sections at your meetings
 - Does not have to all be completed on own
- ◆ Study guides are optional - completion is not required to test

→

→ **Link for D3 Certification Study Guide**

→ <https://www.ponyclub.org/ContentDocs/Instruction/CertD/StudyGuideD3-%20new.pdf>

Screen - shot of Study Guides



D-3 STUDY GUIDE

HORSE MANAGEMENT EXPECTATIONS

The candidate should be able to demonstrate simple skills without assistance, and to discuss care of the mount, using common horse terms.

TURNOUT/TACK

- *Rider in safe and neat attire:*
 - *Collared shirt (polo, turtleneck, dress shirt or ratcatcher) with long or short sleeves,*
 - *Breeches, jodhpurs or riding tights with shirt tucked in,*
 - *Belt (if belt loops),*
 - *Tall boots or paddock boots with or without half chaps.*
 - *Pony Club pin,*
 - *Medical armband,*
 - *A properly fitted equestrian helmet, securely fastened, containing certification that it meets or exceeds the criteria established by a national or international safety body, is required to participate in any USPC activity (see USPC Policy 0800A).*
 - *Long hair neatly up or back.*
 - *Gloves, neckwear and show coat optional.*
 - *No inappropriate jewelry.*
- *Mount to be well brushed (no sweat), clean (no dirt), with feet picked out, showing farrier care. Mane and tail brushed and eyes, nose, lips, and dock wiped off.*
- *Tack to be safe – especially stitching on stirrups/airth – and clean – no jockeys or dust*

Screen - shot of Study Guides

- Describe ways to know if mount is properly cooled out.

How can you tell if your pony is properly cooled out after a ride:

- 1.
- 2.
- 3.

HORSE SPORTS

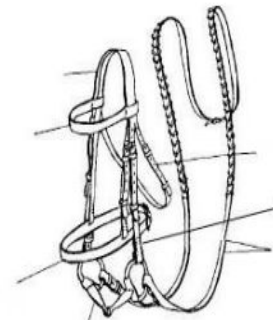
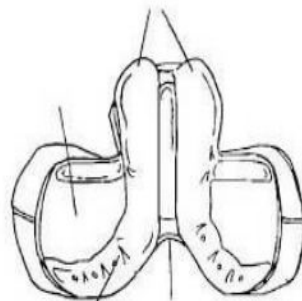
- Name two horse sports.

- 1.
- 2.

NUTRITION

- Know 3 basic rules for feeding and explain feeding schedule for own mount.

- 1.
- 2.
- 3.



- Name 3 different bits.

- 1.
- 2.
- 3.

Here are a few bits that you might have come across:



Screen shot of lesson plans / quizzes

Quizzes, Videos, Etc.

Click into each topic to access quizzes, videos, study pages and other materials to help you learn more about that topic.



Bandaging



**Breeds, Parts,
Conformation &
Lameness**



Conditioning



Foot & Shoeing



**Health Care/ Vet
Knowledge**



Horse Sports



Land Conservation



**Leading &
Longing**



Nutrition



Record Book



How to get more parents/volunteers involved

- Everyone is responsible for your instruction calendar/ Club Success **Activity**
- Determine STRENGTHS of your Parents / Sponsors / Volunteers
 - ◆ Social Media
 - ◆ Organizer / List maker
 - ◆ Food / snacks
 - ◆ Thank you's
 - ◆ Photographer
 - ◆ Teacher
 - ◆ Fundraiser
 - ◆ Getting sponsors / swag bags for your club - food donations, etc
 - ◆ Reminder - remind.com
 - ◆ Great with members; willing to correct behavior if needed -
- ASSIGN them to be INVOLVED based on their strengths
 - ◆ Helps to insure success
 - ◆ All can participate / contribute in different ways

What if they DO NOT have horse experience...

- Safety Check helper
 - ◆ Rider Check
 - ◆ Helmet fit with training
- Turnback check helper
 - ◆ Tack
 - ◆ Can tell clean from dirty tack

Link for Safety/Turnback checklist

https://drive.google.com/open?id=138nANFuNbd6VIVN8WyFw1rUEVgLvokAR6LI60d_IKPO

SAFETY CHECKLIST

RIDER

- Medical armband/bracelet
- No jewelry
- No gum
- No hoodies
- Proper boots
 - Check spurs if worn

HELMET

- Chin strap fitted properly
- Adjusters at ear level
- Tight - lifts eyebrows
- Hair neat / pulled back

HORSE

- Feet picked out
- No shavings in tail / mane
- Clean
- Boots on properly

BRIDLE

- All keepers used

TURNBACK CHECKLIST

HORSE

- Feet picked out
- No dry sweat / dirt in bridle area
- No dry sweat / dirt behind ears
- No dry sweat / dirt in girth area
- No dry sweat / dirt in saddle area
- No dry sweat / dirt in buttocks

TACK

Bit - clean with water

- No dry hay/grass
- Feels smooth / clean

Bridle- wipe clean with wet cloth

- No sweat residue
- Reins wiped clean

Stirrup pads

- Dirt brushed off top and bottom

Girth - wipe clean with wet cloth

- No dry sweat or residue

BRIDLE

- All keepers used
- Fitted correctly
- Throatlatch
 - 3-4 fingers
- Cheek pieces
 - 1 Hole above / below
- Noseband
 - Proper height
 - Straight
 - Snug
- Reins
 - On correctly
 - Straight, not twisted
- Bit
 - On correctly - not upside-down
 - Wrinkles in corners
 - Not too low or high
 - Curb chain - 2 fingers fit

SADDLE

- Saddle Pad secured to billets
- Pad lifted to top of pommel
- Stirrups still run up
- Girth tight / equal holes each side
- Billet guards pulled down
- Stirrup bars open
- Saddle fitted correctly

bottom

Girth - wipe clean with wet cloth

- No dry sweat or residue
- No hair left on girth

Saddle - wipe clean with wet cloth

- No dirt

Saddle Pad

- Brushed clean
- No big spots of hair left on pad
- Hang to dry

Horse Boots

- Brushed / washed clean
- No sweat marks
- No hair

RIDER BOOTS

- Bottom of boots brushed clean
- Boots wiped clean
- Polish if needed

What if they DO NOT have horse experience...

- Business person
 - ◆ record book
- Medical
 - ◆ anatomy / systems
- Organizer / List maker
 - ◆ folders together for members w/ SOPs, test sheets
 - ◆ New member packets
- Fund raising
- Celebration planner
- Finding sponsors
 - ◆ SWAG buckets for a camp, meeting
 - ◆ food donations for meetings, etc
- Community Connections -
 - ◆ Field trips

Make them feel they have value and it will make your overall job easier



How to best communicate your calendar

→ **How to BEST communicate your calendar** - do what works for you

- ◆ Google / Gmail Calendar
- ◆ Snapchat
- ◆ Shutterfly
- ◆ Facebook
- ◆ Calendar LIST - Word document
- ◆ Electronic Calendar
- ◆ Excel document
- ◆ Google Drive/Documents -workshop @ convention on Saturday
- ◆ Remind.com <https://www.remind.com>

Questions???

I hope you gained at least ONE item you can take back to your club / region.

Thank you

Kerry McKinley


mckinley.kerry@gmail.com

Folder Link - all document in one spot

→ Google Folder Link

→ <https://drive.google.com/open?id=15-OmDaBCeTcdZqZzVJJPueb85NyEkCOGo>

→ Folder Name - **2019 Convention Instruction Materials**

- Goal setting examples
 - Disease / Parasite teaching rubrics / example
 - Safety / Turnback checklists
 - Camp Schedules examples
 - Mounted Riding Skills checklists
- 

USPC Certification Page

D1- C2 Certification page link - **MUST BE LOGGED INTO USPC SITE**

<https://www.ponyclub.org/Certifications/LocalLevel/Certifications.aspx>

→ **What you will find on this page..for both D LEVEL and C LEVEL...**

- ◆ Study Guides
- ◆ Standards of Proficiency (SOPS)
- ◆ Test Sheets
- ◆ Checklists
- ◆ Pony Club IQ
- ◆ Educational Partners
- ◆ **Study Sheets** - *screen shot of page on next slide*
- ◆ **Videos / quizzes** - *screen shot of page on next slide*
- ◆ Club / Center Testing Resources

Goal Setting

→ **Examples of Goal Setting documents**

→ **Word Document**

<https://drive.google.com/open?id=1BQodfpqLCztREwL3EF3xBFPxLXqCwMbstLI8U0lw-2M>

→ **D1 / D2 Link - google form**

<https://drive.google.com/open?id=13nZX06Z2N7rdDwMfFpKetWe8C8CB04L0H2PdevHuvk4>

→ **C1 / C2 Link - google form**

https://drive.google.com/open?id=1Db-fo1a0DdpCoplB-704IQKDrfJMX5jk_wmewp8cun4

→ **HB / HA Link - google form**

<https://drive.google.com/open?id=1AlyfclKtPe-Zpr-1LjIS4m...EV4aFeN1...4>

→

USPC LESSON PLANS

Lesson Plan Link - MUST be logged into USPC site

<https://www.ponyclub.org/Instructors/LessonPlans/Default.aspx>

- Horse Management Lesson Plans
- Mounted Lesson Plans
- Discipline Lesson Plans

Link to lessons / teaching on USPC for HB / HA

- Great ideas for preparing for the HB / HA testing
- MUST be logged into USPC site to access

◆ HB

<https://www.ponyclub.org/Certifications/NationalLevel/HB.aspx>

◆ HA

<https://www.ponyclub.org/Certifications/NationalLevel/HHM/HA.aspx>

Safety and Turnback Checklist

→ **Checklist to use for Safety's and Turnbacks** - *Kerry McKinley*

- ◆ Created to help clubs
 - To get more parents involved
 - Teach the steps for safety and turnback checks
 - Checklist for members to use

<https://drive.google.com/open?id=1Ei6FkyEfeCEeP0bjVCUsDNVmjx3BjKTm9A0lHzoaQSY>

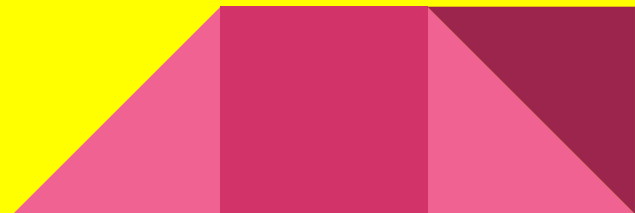
Camp Schedule Example Links

Smaller camp schedule examples

<https://drive.google.com/open?id=1Qryu3FpN-DGIFHJJ1lwUgnLni4QyKyjfezcrneK1Dlc>

Larger camp schedule example

https://drive.google.com/open?id=1z84E9y6UoBK2hK2vwUeeJd_ksfng-8-ClRipkD16oZw



Riding Skills Folder - Mounted Meetings

→ Skills lists

- ◆ Created after 2018 Convention - inspired from ***Sierra Pacific Region presentation***
- ◆ I developed these lists to share with my region
- ◆ USE
 - To help instructors understand the skills needed for each certification
 - To help members reach their goals
 - Better understanding of what they need to work on
- ◆ “it does NOT tell the instructor how to teach the material only what skills need to be taught.” ***Sierra Pacific Region***

<https://drive.google.com/open?id=18dV63gLRnFBKy9X3>

vylh_XY8

USPC Tutoring Tuesday Webinars

→ Link for Webinars / Power points

- ◆ Can be used at unmounted meetings
- ◆ Wide variety of topics
 - Safety standards
 - Championships
 - Nutrition
 - Travel safety
 - Plus much, much more....

<https://www.ponyclub.org/Members/Webinars/>

USPC VISITING INSTRUCTOR

- Visiting Instructor Program
 - ◆ Economical program
 - ◆ Instructors from other pony clubs
 - ◆ Upper Level members
 - Value pony club
 - Love giving back to pony club
 - ◆ Positive experience for all involved

Visiting Instructor Link

<https://www.ponyclub.org/Members/Leadership/Visiting/Default.aspx>