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## D3 STUDY GUIDE

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The United States Pony Clubs, Inc., establishes Standards of Proficiency within the framework of the international Pony Club movement as the educational curriculum for a program of instruction and evaluation of its members for certifications in three primary areas: Horse Management, On the Flat, and Over Fences.

**The D-Levels** offer an introduction to the fun and challenge of riding, establishing a foundation of safety habits and knowledge of the daily care of a 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-member may also learn and be evaluated on riding independently on the flat, with control, 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.

### **How to use the Study Guide:**

There are two sections to the Study Guide to help you prepare for your rating.

**Horse Management Expectations:** This section has the Horse Management Standards you will need to know for your rating. There is space for you to answer the questions you will be asked at your test. Be as thorough as possible with your answers!

**Riding Test Expectations:** This section lists the riding skills you will be tested on at your rating. Please review them carefully with your instructor to insure you are prepared for the D3 test!

When you are done with the rating, keep your Study Guides. They will help you prepare for the next rating, rally or even your next lesson plan!

**Best of luck on your rating!**

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## TESTING INFORMATION FOR D-LEVEL CANDIDATES

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### Requirements for All Candidates

- Be a Pony Club Member in Good Standing.
- Have a thorough knowledge of requirements of the level being tested and be able to discuss and/or demonstrate any requirements from all previously attained standards.
- Candidate must be evaluated on and successfully meet the standards on all sections of the selected test before being awarded the new certificate.
- Adhere to the USPC code of Conduct at all times.

### Attire

- Safe, workmanlike attire, including proper footwear, must be worn in the barn area and when working around mounts. Refer to the Horse Management Handbook.
- Refer to D Standards of Proficiency, in this document, for proper Turnout and mounted attire.
  - Rider in safe, neat, clean 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, and 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 0125A). 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/girth – and clean – no jockeys or dust, stress points clean, stirrup pads (if used) clean, and bit clean. All tack must be properly adjusted.
- An USPC medical information armband must be on the candidate's person, as described by the Horse Management Handbook.
- 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 0125A*) and must be worn during Turnout and when riding and longeing. Safety vest wear is at the discretion of the member, parent, or guardian.

### Presentation of Mount for Turnout

- Standards for Turnout are indicated in the Standards of Proficiency and on each appropriate test sheet. Refer to the Horse Management Handbook.
- For the purposes of the test, braiding of the mount is not allowed.

- All tack must be clean, show regular care and suppleness, and be well adjusted and in good repair.
- Stand by mount, on near side, with Examiner, facing rear, reins in left hand below bit, slack in right, changing sides with Examiner.

### **Equipment**

- While the D-level Standards of Proficiency are not specific to any riding sport or discipline, saddlery and biting for D-level should comply with the Horse Management Handbook rules on Saddlery and Biting, as well as with any current USPC discipline rules for Saddlery and Biting.

### **Appropriate Horse**

- USPC's commitment to safety for all horses and riders is paramount during a testing at any level. Candidates may bring their own, borrowed, leased or rented mounts to a test. They may present with more than one mount at a test. The care of each of the candidates' mounts at a test is the responsibility of the candidates themselves.
- It is the responsibility of the candidate and his/her parent(s) or guardian to bring to or arrange for an appropriate mount(s) at the test. The properly conditioned mount(s) must be capable of the skills required for the level being tested, to include standing for evaluation of the Turnout, bandaging and longeing.
- While not recommended, the sharing of suitable mounts at a test is allowed. However, sharing should only be permitted if
  1. each proposed candidate is familiar with the mount and has longed or ridden it prior to the test, successfully and safely at the level being evaluated, On the Flat and Over Fences, as applicable; and
  2. each proposed candidate informs the test organizer of condition and the test schedule. As the safety of horses and riders are paramount, if Examiners determine that shared mounts' condition or other circumstances preclude the continued participation of those mounts in the test, they may indicate the candidates in question must withdraw from the test.
- Failure to follow these guidelines will make it difficult for the candidate to meet the standards on that given day or testing experience.

### **Information on Conducting a Test**

- Please review the Guidelines for Club and Center-Level Testings found online at [www.ponyclub.org](http://www.ponyclub.org).
- Clubs and Centers must facilitate a testing opportunity for members a minimum of twice a year. Dates are determined by the District Commissioners (DC) or Center Administrators (CA). This may be done within the club/center, in partnership with another club/center, or organized by the Region. By networking with other clubs/centers within the Region to establish group tests with other clubs/centers, increased opportunities to rate can be made available to members.
- At the D/C Levels, tests are designed to and should be conducted in one day. If, due to unforeseen circumstances (such as weather or footing), it is not possible to complete a

test in one day, all requirements must be tested/completed within a one-month period if possible.

- A testing should be educational, working session, covering requirements listed on the tested Standards. However, it is not a “lesson” on each section.
- Oral testing and/or demonstration are required for all parts of the horse management phases. Written tests are not allowed. However, at the discretion of the Examiner(s), members may use their own writing and/or drawing to convey their answers during the questioning and/or discussion periods of the test.
- There is no set time limit between taking any of the C-level Tests, but each certificate must be attained in the proper order, and no levels may be skipped. Usually the Horse Management skills and knowledge must be attained prior to presentation of or any riding skills evaluation. However, there may be exceptions due to weather and facilities. If the riding sections are evaluated prior to the Horse Management sections, then the award of the certificate must wait until the successful evaluation of the Horse Management section.
- Similarly, the On the Flat sections of the riding skills must be evaluated prior to presentation for the Over Fences evaluation. If members do not meet standard in any portion of the On the Flat section, they may present to the Over Fences section of the evaluation only with the approval of the Examiner. If they subsequently meet standards in the Over Fences evaluation, the award of the certificate must wait until the successful evaluation of the On the Flat is complete.
- The DC, CA, and/or an adult designated by the club, center, or Region, must be present throughout the testing day. In addition, USPC strongly encourages the use of “Impartial Observers” at the tests.

#### **Retest Information**

- Upon recommendation of the Examiner and with approval of the DC or CA, a candidate who does not meet standards at a test may be retested within one month. They are only required to retest the sections of the standards the candidate did not previously meet successfully.
- In general, retest opportunities are only available if the member meets standards on at least two-thirds of the skills or knowledge expected in each section. Please refer to each test sheet for each certificate level for specific requirements for retests.

#### **Examiners (D-1 through C-2)**

- Please review the Guidelines for Club and Center Level Testings found online at [www.ponyclub.org](http://www.ponyclub.org)
- The DC, CA, or in the case of a regional testing, the RS, selects the Examiners for the D-1 through C-2 tests, based on recommendations of USPC leaders and volunteers and/or participation in a regionally- facilitated Standards of Proficiency clinic.
- Examiners should be selected with care, should be completely knowledgeable of the Standards of Proficiency at the level(s) they are testing, as well as the level(s) above and below the one(s) they are testing. DCs, CAs, or RSs must ensure that Examiners have a copy of all current USPC Standards, test sheets, and study guides prior to the test.

- Examiners should be mature and sensitive to both young people and their adult supervisors.
- Examiners must conduct tests in an educational framework, setting a positive tone that makes every effort to draw the best from each candidate, without allowing the test to become a lesson on the skill in question.
- While the test is intended to be a learning experience, Examiners should take care to encourage the candidates to express what they know, rather than a demonstration of what the Examiner knows.
- Examiners should bear in mind that candidates and their responses and performances may range from adequate to superior, and anyone within that range, that “Meets Standard” or better, should pass.

### **Responsibilities and Authorities**

- The USPC Vice President of Instruction is responsible for the Standards of Proficiency and the general USPC certification program. While the actual management may be delegated, for club/center level tests, the club DC or CA is responsible for the scheduling, organizing, and conduct of the tests. This may be in coordination or cooperation within the Region or other clubs/centers.
- Any special testing requests, including exceptions or exemptions, must be submitted to the USPC National Office, Attention: Director of Instruction, through the District Commissioner and the Regional Supervisor. The Director of Instruction forwards exceptions or exemptions requests to the Chair, D-1 through C-2 Program Committee, for recommendations. The Vice President of Instruction is the final approval authority.

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## HORSE MANAGEMENT EXPECTATIONS

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

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### TURNOUT/TACK

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- *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 0125A).*
  - *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/girth – and clean – no jockeys or dust, stress points clean, stirrup pads (if used) clean, and bit clean. All tack must be properly adjusted.*
  
- *Describe formal attire, informal attire.*

Refer to Horse Management Handbook section HM7i of Addendum A.

<http://www.ponyclub.org/resource/collection/EC511114-EBD0-4548-8F4D-8DE62D30DCD5/2010HM.pdf>

#### **Components of correctly formal attire:**

- Approved Helmet -
  
- Jacket -
  
- Shirt -
  
- Neckwear -

- Pants -
- Boots -
- Belt -
- Gloves -

**Components of correctly informal attire:**

- Approved Helmet -
  - Jacket -
  - Shirt -
  - Neckwear -
  - Pants -
  - Boots -
  - Belt -
  - Gloves -
- *Describe proper adjustment of the snaffle bridle with cavesson noseband.*
  
  - *Describe proper adjustment of curb chain if appropriate.*

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## CONDITIONING / NUTRITION

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- *Know 5-7 basic rules of feeding.*
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
  - 7.
- *Describe care of mount after strenuous work, to include cooling out, inspection of legs, watering and feeding.*

- *Know vital signs of mount at rest and what TPR stands for.*

**Temperature:**

**Pulse:**

**Respiration:**

- *Describe two indications a mount may not be fit enough for the work asked of him/her.*
  - 1.
  - 2.
  - 3.



- Discuss the amount of roughage and the amount of concentrates per ration for own mount.

	AM	Noon	PM
<b>Roughage</b>			
<b>Concentrate</b>			
<b>Supplement</b>			

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### HORSE SPORTS

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- Name five horse sports offered in USPC.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

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## STABLE MANAGEMENT

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- *Demonstrate and discuss how to clean a dirty/soiled stall. Demonstrate the proper steps and methods for removing manure and wet areas, how to bank a stall, and discuss the reasons for and benefits of regular stall cleaning for the health and safety of your mount. For testing purposes, a soiled horse trailer may be used.*

1.

2.

3.

4.

5.

6.

- *Demonstrate and discuss the proper methods of hanging a water bucket and haynet/haybag, hanging both at a proper height for your mount, at either a trailer or stall.*

- *Discuss the different needs of your horse during a day rally or clinic, or overnight stay.*

**What are a few things that your horse needs during a day rally:**

**What additional things will you need to take for an overnight rally:**

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## PARTS OF MOUNT, CONFORMATION & LAMENESS

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- *Name six horse breeds, four pony breeds, and five draft horse breeds.*

**Horse Breeds:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

**Pony Breeds:**

- 1.
- 2.
- 3.
- 4.
- 5.

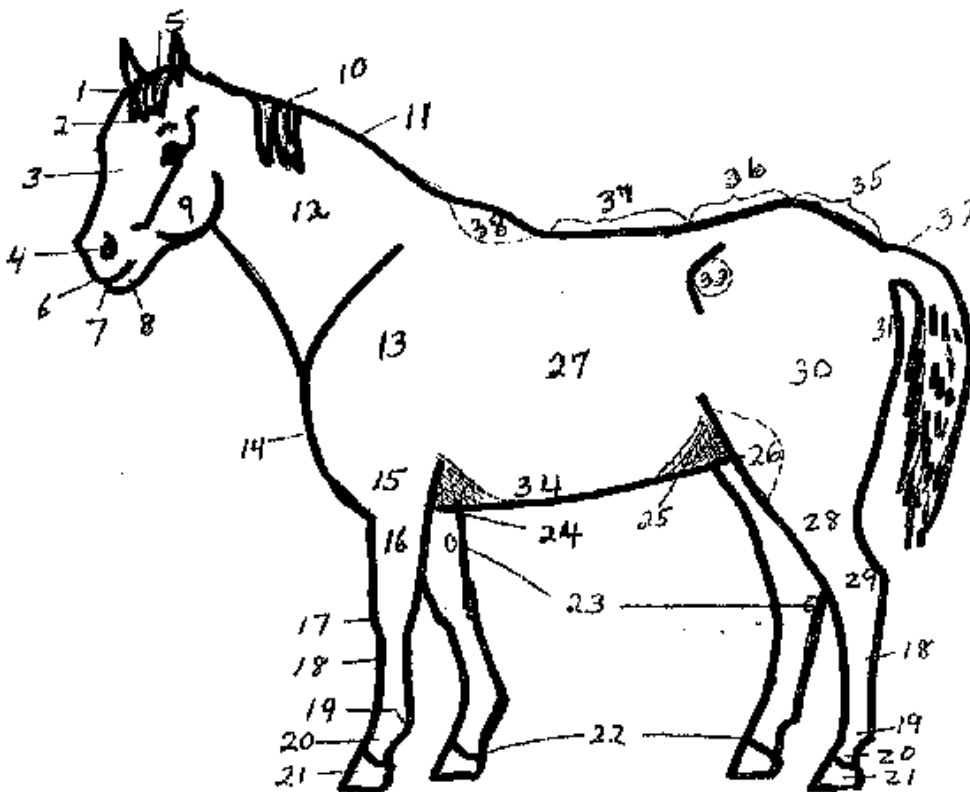
**Draft Breeds:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

- Describe how to measure height of mount.
- Identify at least 20 parts of the mount, to include hock, gaskin, withers, croup, fetlock, pastern.

How many parts can you name:

Fun: Play the game at <http://www.i-uspc.org/games/pony.htm>



- |     |     |     |
|-----|-----|-----|
| 1.  | 14. | 27. |
| 2.  | 15. | 28. |
| 3.  | 16. | 29. |
| 4.  | 17. | 30. |
| 5.  | 18. | 31. |
| 6.  | 19. | 32. |
| 7.  | 20. | 33. |
| 8.  | 21. | 34. |
| 9.  | 22. | 35. |
| 10. | 23. | 36. |
| 11. | 24. | 37. |
| 12. | 25. | 38. |
| 13. | 26. |     |

- *Know common conformation faults of neck, back, shoulder, head and pasterns.*

**Conformation faults of the neck:**

- 1.
- 2.
- 3.

**Conformation faults of the back:**

- 1.
- 2.
- 3.

**Conformation faults of the shoulder:**

- 1.
- 2.
- 3.

**Conformation faults of the head:**

- 1.
- 2.
- 3.

**Conformation faults of the pasterns:**

- 1.
- 2.
- 3.

- *Describe the characteristics of a strange mount clearly enough for another person to recognize it within a group. Include: color, breed, markings, size, sex, and obvious conformation characteristics.*

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## TRAVEL SAFETY

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- *Know the basic rules for riding on public roads in your state.*

1.

2.

3.

4.

5.

- *Know procedure for mounted group crossing a public roadway.*

1.

2.

3.

4.

5.

- *Discuss the proper procedure for loading and unloading a mount.*

**Steps for loading a horse in the trailer:**

1.

2.

3.

4.

5.

**Steps for unloading a horse from the trailer:**

- 1.
- 2.
- 3.
- 4.
- 5.

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**RECORD BOOK**

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- *The D-3 is expected to keep careful records of veterinary visits, and general health of mount. Record Book must be brought to the test. A minimum of three months of records is required. Records should reflect appropriate depth of knowledge for this level.*

Refer to [http://www.ponyclub.org/resource/resmgr/instruction/health\\_record\\_book.pdf](http://www.ponyclub.org/resource/resmgr/instruction/health_record_book.pdf)

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**HEALTH CARE & VETERINARY KNOWLEDGE**

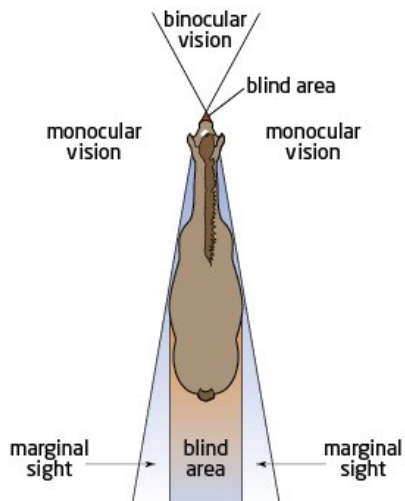
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- *Name some symptoms of a sick or injured mount that would cause you to seek help.*

- 1.
- 2.
- 3.
- 4.

- Describe location of eyes and how this affects the mount's vision.

**Where are the horse's eyes located compared to humans:**



**Where are the blind spots for a horse:**

- 1.
- 2.
- 3.

**When a horse spots something on one of his side, can he tell how far away the “danger” is:**  
(Clue – monocular vision, refer to the picture above;)



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## LAND CONSERVATION

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- *Name three important rules when riding across privately-owned land.*
  - 1.
  - 2.
  - 3.
  - 4.
- *Write thank-you notes to two landowners who support your club and tell them why you appreciate being able to use their land. If you ride on public land, write a thank-you note to the manager or contact person.*

**Who did you write the thank you notes to:**

- 1.
- 2.

**Did you remember to mail them?**

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## LEADING & LONGEING

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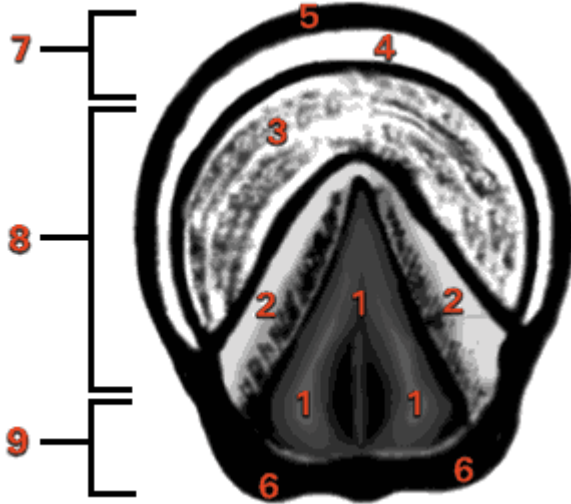
- *Demonstrate correctly jogging mount, moving mount forward with whip (if necessary).*
- *Lead safely from both sides.*
- *Discuss longeing equipment and use.*

Name some equipment you would need to longe your horse:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**FOOT & SHOEING**

- Name three parts of the hoof.



- |    |    |
|----|----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. |    |

- Describe obvious signs of a hoof needing shoeing or trimming.

- 1.
- 2.
- 3.
- 4.
- 5.

- Discuss signs of thrush and hoof abscess.

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## BANDAGING

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- *Describe critical areas protected by shipping bandages or boots and give reasons for their use.*
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
- *Describe a stable bandage and give two reasons they can be used.*
- *Apply polo wraps with assistance.*

**Be sure to Practice !**

## RIDING EXPECTATIONS

***Candidate should ride in a basic balanced position with control at the walk, trot, and canter. Candidate should maintain a secure base of support while developing balance and a steady position over fences.***

### **Riding on the Flat**

- *Ride on flat using Riding Expectations.*
- *Demonstrate correct mounting (using mounting block if necessary).*
- *Adjust stirrups and girth with feet in the stirrups while mounted at the halt.*
- *Shorten and lengthen reins at the halt, walk, and trot.*
- *Demonstrate mount's warm-up routine for everyday work under examiner supervision.*
- *Perform balancing and suppling exercises for rider at walk and trot.*
- *Ride mount on the flat at walk, rising trot with correct diagonals, sitting trot and at the canter with correct leads.*
- *Demonstrate 20-meter circles showing correct riding position in both directions at all gaits.*
- *Ride without stirrups at the sitting trot.*
- *Demonstrate an increase and decrease of speed either alone or with others as appropriate.*
- *Demonstrate passing others safely while riding in an arena or ring at the walk and trot.*
- *Demonstrate a halt followed by a simple step back.*
- *Demonstrate emergency dismount at the trot.*
- *Discuss performance with examiner including rider's basic balanced position, and whether or not circles were round and natural aids correctly influenced the mount.*

### **Riding Over Fences**

- *Ride over fences using Riding Expectations.*
- *Ride over small gymnastic grid of trot poles followed by a cross rail, then a vertical set at, but not exceed, 2'3" set at appropriate distances for mount's stride.*
- *In an enclosed area, jump a simple stadium course of five to seven obstacles, including a simple oxer. The majority of fences should be set at, but not exceed, 2'3".*
- *Discuss performance with examiner and reasons for any disobediences.*

### **Riding in the Open**

- *Ride safely with a group at the walk and trot, over varied terrain, through shallow water and small ditches as occur in natural terrain.*
- *Jump four to five simple cross-country obstacles. The majority of fences should be set at, but not exceed, 2'3".*
- *D-3 speed should not exceed 240 meters per minute or 300 meters per minute appropriate for the size of mount.*
- *Discuss ways to control a mount in the open.*
- *Discuss performance with Examiner.*