

IRISH PONY CLUB



Information for District Commissioners, Instructors and Examiners Regarding:

- The Criteria for Inclusion in the Irish Pony Club Instructor's Register
- Irish Pony Club Instructor's Register – Registration Steps
- Irish Pony Club Efficiency Tests
- Irish Pony Club Instructor and Examiner Classifications

Applications for the printed version of the 2019 Irish Pony Club Instructor's Register will close on Wednesday 9th January 2019.

The printed Instructor's Register will be included in the 2019 Who's Who. This yearbook will be distributed to all Branches at the Annual Irish Pony Club Branch Officials Training Day.

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The Criteria for Inclusion in the Irish Pony Club Instructor's Register

Instructors who wish to be published on the Irish Pony Club Instructor's Register must complete and fulfil the following criteria:

- Approval of the qualification, skill and experience of the applicant by the IPC Training Committee.
- Letter of acceptance from the Garda Vetting Bureau.
 - Garda Vetting must be renewed every 5 years.
- Signed a Data Processor Agreement between themselves and the Irish Pony Club.
 - Under current GDPR legislation every Instructor must have signed this document and submitted it to the Irish Pony Club office.
 - If you have not completed this agreement, please download the form from the downloads page of the Irish Pony Club website – www.irishponyclub.ie.
 - Or contact the Irish Pony Club office on 056-8832966 or by e-mail to christina@irishponyclub.ie and a form will be e-mailed to you.
- Certificate of attendance at a Sport Ireland, Safeguarding 1 Course.
 - Safeguarding 1 must be refreshed every 3 years.
 - Those who have already completed the Safeguarding 1 workshop and wish to refresh the course may do so using the E-learning portal on the Sport Ireland website - <https://elearning.sportireland.ie/login/index.php>.
 - Alternatively, you may attend the Safeguarding 1 workshop again.
- Up-to-date First Aid Certificate.
- Attendance at Instructor Training organised by one of the following:
 - The Pony Club, Irish Pony Club, HSI, BHS or FEI affiliates
 - 2 CPD points must be attained each year.
 - All IPC Instructors should ensure that they sign in on the Official IPC Instructors Sign In Sheet at all Training Days and Evenings hosted by the Irish Pony Club to guarantee that their CPD points are recorded.
 - If attending training hosted by any FEI affiliate other than the Irish Pony Club, it is the responsibility of the Instructor to submit proof of attendance at the training to the Irish Pony Club.
 - Each request for CPD points will be reviewed individually.
 - If you are not sure whether the training qualifies for Irish Pony Club CPD points, please contact the IPC office in advance of the training to verify whether points will be awarded.
- Payment of €20 fee for Inclusion on the Register.

Please Note: It is the responsibility of the Instructor to send a copy of their certificate of attendance at training to the IPC Office.



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Irish Pony Club Instructor's Register Registration Steps

New Instructor's Register Applicants

First time, new applicants for inclusion on the IPC Instructor's Register must:

- Download and complete the Instructor's Register Application form from the Irish Pony Club website, including all of the details of your equestrian qualifications –
 - www.irishponyclub.ie/index.php/education/instructors-page
- Send references from two District Commissioners of IPC branches.
- Send references from two IPC Instructors listed on the A, H, B List.
- Send a copy of a certificate of attendance at a Sport Ireland Safeguarding 1 Course.
- Send a copy of a certificate of attendance at a First Aid course.
- Satisfactorily complete the Garda Vetting Application Form.
- Sign and submit the Irish Pony Club Data Processor Agreement.
- Sign the Leaders/Instructor's Code of Conduct.
- Send €20 to cover Administration costs.
 - For this you will receive notification of all IPC/HSI Instructor Training throughout the year & a copy of the IPC Year Book and Who's Who.

Renewing Instructors Register Applicants

Previously registered Instructors and Examiners:

- May renew their registration and pay the €20 registration fee online through the following link –
 - www.itsplainsailing.com/club/ipc
- Must keep up-to-date by attending Instructor / Coach training provided by one of the following; The Pony Club, Irish Pony Club, HSI, BHS or FEI affiliates Irish Pony Club/HSI Training.
- It is the Instructors responsibility to inform the office of any Training attended i.e. send a copy of your certificate of attendance by post or scan and email to christina@irishponyclub.ie.
- Must keep their First Aid up to date.
- Send €20 to IPC office annually with any change of contact details.
- Obtain 2 CPD credits annually.

Instructors Upgrading on the Irish Pony Club Instructors Register

Instructors who wish to upgrade their level:

- Must download the application form from the Irish Pony Club website –
 - www.irishponyclub.ie/index.php/education/instructors-page
- Must observe 3 Tests in the grade to which you wish to upgrade.
- Submit recommendations from 2 Senior Examiners.
- Must attend an IPC Training day/evening (at least one per year).
- Must fulfil all other Instructors Register criteria and submit the €20 Instructors Register administration fee for the year, if you have not already done so.

In return, those who pay the registration fee will receive:

- Notification of all IPC/HSI Instructor Training throughout the year.
- A copy of the IPC Year Book and Who's Who (includes current tack sheets, IPC Health & Safety Statement, IPC Medical Plan, Minimum Standards of Medical Cover at IPC events, IPC Accident Report Form, Concussion Rule & Advice Form, Death & Serious Injury Procedure, Social Media Policy).

Should your personal information change at any time, please notify us of any changes of which we need to be made aware by contacting us at Irish Pony Club, Main Street, Urlingford, Via Thurles, Co. Kilkenny.

Telephone 056-8832966 or e-mail christina@irishponyclub.ie.

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Rules for Organising Irish Pony Club Efficiency Tests:

- No test may be taken outside the branch without the written permission of both DCs and the Area Representative.
- No parent may organise a private test for their child.
- A minimum of two months must elapse before any test that has been failed by a candidate is retaken, with the exception of A Test where the test may be attempted twice in one calendar year.
- No member may take C+ without first passing the Riding & Road Safety Test.

See current Training Notice for full set of rules regarding Tests.

Examiners

Note: Examiners may not examine members whom they have instructed in the previous three months.

Examiners for B, B+, H and A Test will be appointed by the Training Committee.

When sourcing Examiners for tests you may use people from lists higher than the test being examined but not lower.

- For **C+ Test** it is necessary to have **two Examiners from the C+ Ex** list or higher to examine.
- For **C Test**, it is necessary to have **one Examiner from the C+ Examiners list and one from the C Instructors List** or higher.

Code to Register:

FBHS	Fellow of the British Horse Society
Specialist	Denotes those who are experts in one particular field
Ex	Examiner and Instructor
Inst	Instructor only
AHB	Pony Club Standards
RE	Riding and Road Safety Examiner
RI	Riding and Road Safety Instructor only

Dressage Judges – includes IPC Instructors who are experienced and willing to judge dressage at IPC Eventing and Combined Training competitions. This list is not exhaustive and is open to additions.

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Irish Pony Club Instructor and Examiner Classification



Honorary: title is awarded to those who have served as IPC Instructors/Examiners and are not currently available to teach or examine but will continue to lend their experience and expertise to Pony Club in general.

A Examiner: is one who is invited to the panel and has observed at least 3 tests. They must hold a minimum BHSII and EFI Level 3 coach. They should have an understanding of the training scale and be able to implement the same in a child friendly environment.

A Instructor: is one who has worked as an Examiner on 3 B Tests in the previous 3 years. They must have attended regularly at A Test Training / Assessment days as an observer. They must complete an A Instructor Application form; send it to the Training Chairman with appropriate letters of recommendation.

H Examiner: is one who is invited to the panel and has attended Standard setting training days and is aware of the standard and criteria laid down in the syllabus. They must hold a minimum BHSII. They should have an understanding of the training scale and be able to implement the same in a child friendly environment.

H Instructor: is one who has worked as a B Examiner and Instructor in the previous 3 years. They must attend Standard setting training days and be aware of the standard and criteria laid down in the syllabus. They must complete an H Instructor Application form; send it to the Training Chairman with appropriate letters of recommendation.

Chief B Examiner: is one who has been invited to act in this capacity and must be present in order for a B Test to be valid. They must be agreed by the Training Committee. They must agree the B Standard and implement this Standard while examining throughout the country. They should have an understanding of the training scale and be able to implement the same in a child friendly environment

B Examiner: is one who has achieved recommendations from 2 Chief B Examiners and is approved by the Training committee. They should have an understanding of the training scale and be able to implement the same in a child friendly environment.

Junior B Examiner: Recommended by an Area Rep in consultation with DC's and has worked under a Senior B Examiner for 2 years (minimum of 4 tests) and have recommendations from 2 Senior Examiners and is approved by the Training Committee. They should have an understanding of the training scale and be able to implement the same in a child friendly environment.

B Instructor: is one who has worked at the B Standard alongside a higher-level Instructor and is proficient with the Standard and Training level to acquire the B Standard. They should have an understanding of the training scale and be able to implement this in a child friendly environment. They should be able to deliver training exercises in agreement to the training scale so as to improve the horse and rider as a team and promote good sportsmanship.

Chief C+ Examiner: One who has been invited to act in this capacity and must be present in order for a C+ Test to be valid. They must have a clear understanding of the Standard and be able to implement all the criteria of the training principles pertaining to the standard. They are invited by the Training Committee and approved by them. They should have an understanding of the training scale and be able to implement the same in a child friendly environment.

C+ Examiner: is one who has worked with a Senior C+ Examiner in the last 2 years and achieved 2 recommendations from 2 Senior C+ Examiners or higher (i.e. Senior B or A Examiners). They must be approved by the Training Committee.

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Junior C+ Examiner: is one who has worked under a Senior C+ Examiner or above at this level for 2 years (minimum of 4 tests) and has recommendations from 2 Senior C+ Examiners or above. They should have an understanding of the training scale and be able to implement the same in a child friendly environment and promote good sportsmanship. Recommended by an Area Rep in consultation with DC's.

C+ Instructor: is one who has worked at the C+ standard alongside a higher level Instructor and is proficient with the standard and training level to acquire the standard. They should be able to deliver training exercises in agreement to the training scale so as to improve the horse and rider as a team and promote good sportsmanship.

C Examiner: is one who has a clear knowledge and understanding of the IPC Standard and must be actively involved in IPC In-Service Training days and Standard Setting days. They should have an understanding of the training scale and be able to implement the same in a child friendly environment and promote good sportsmanship. They must be approved by the IPC Training Committee.

C Instructor: must apply to be included in the IPC Instructor's Panel and provide 2 references from 2 District Commissioners and 2 Senior Instructors. They should have an understanding of the working of the Pony Club structure and be able to implement training practices in accordance with the training scale in a safe and child friendly environment and promote good sportsmanship. They should work at the standard alongside a higher-level Instructor.

Please Note: All of the above should complete:

- A **First Aid Course**, preferably Equine Specific (see BHS Website for details of courses) or equivalent and
- A Sport Ireland **Safeguarding 1 Course** (see IPC Website for details of courses).
- It is also essential to complete a **Garda Vetting Application Form**.

Sustaining Level:

Examiners may sustain their level if they have been actively involved in IPC Instructor/Examiner Training days and actively participating as IPC Instructors/Examiners.

Downgrading Level:

An Examiner/Instructor may be downgraded as a result of Examiner/Instructor evaluation, Training Chairman Evaluation, attitude, lack of knowledge, lack of participation in testing or Pony Club Training/In-Service days or other Pony Club activities.